



DoD Drug Testing Program Client Collection Software (DTP-CCS) Users Guide

VERSION 5.0

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1. Installation

1.1 Hardware Requirements

- Before attempting to install the DOD Drug Testing Program, you should ensure that your system meets the following requirements:
- Pentium 200 MHz Processor
- Laser Printer
- 64 MB RAM
- 100 MB of free Hard Disk space
- Windows 95, Windows 98, or Windows NT Operating System
- Mouse
- Internet Connection (Recommended to receive notification of program updates)

Currently the only printers that are known to not work are HP LaserJet II and all dot-matrix printers.

1.2 Program Installation

The DOD Drug Testing Program Version 5.0 can be installed on the same system that is currently running any of the Versions 4.0x of the Drug Testing Program. The installation will not overwrite any of the existing Version 4.0x files, but will be installed to a completely different directory. A data conversion utility is provided to convert any existing testing data to the new DTP data format. This conversion process will not delete or change any of your existing program data. Once the installation process is complete and you are satisfied that all your data has been successfully transferred, you may remove any previous versions of DTP with its associated uninstall program.

Note: You may want to maintain the old version for a period of time for testing history purposes. The conversion process will copy all personnel testing history records to the new database, but will not copy unit testing history information. Unit testing statistics will begin anew with the installation of the New Version.

The first step in the installation process is to download the software from the DTP Website located at <http://www.ftdl.amedd.army.mil/dtphome>. The installation program file is approximately 12 MB in size. It is recommended that you download the installation file to a separate directory so that the program may be reinstalled at a later date, if necessary, without having to re-download the file.

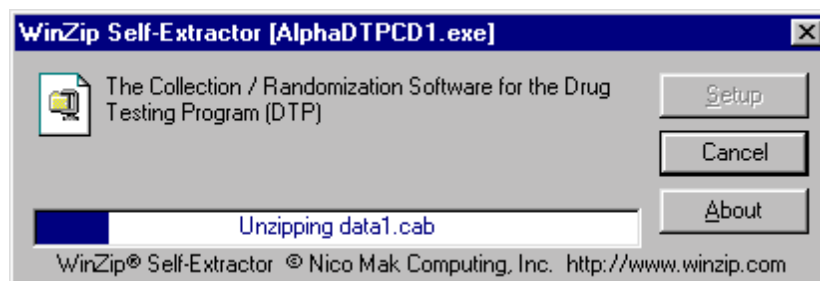


Figure 1 - Self -Extractor Utility

Once the Installation Program file has been downloaded and you have ensured that no other applications are currently running on your system, double-click the downloaded file. The WinZip Self Extractor Utility appears. Clicking Setup on this dialog box will begin the installation process.

The first screen to appear after all files have been extracted is the 'Installer Welcome' screen.

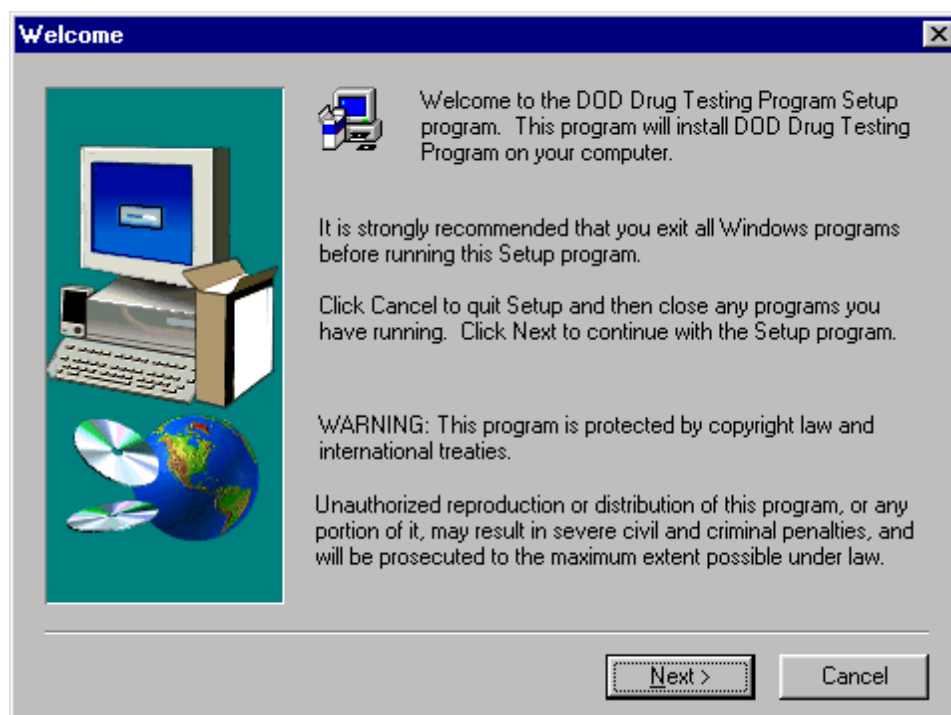


Figure 2 - Welcome Screen

After reading the information on this screen, click 'Next' to continue with the installation process.

The next screen to appear will prompt you to choose your default branch of service.

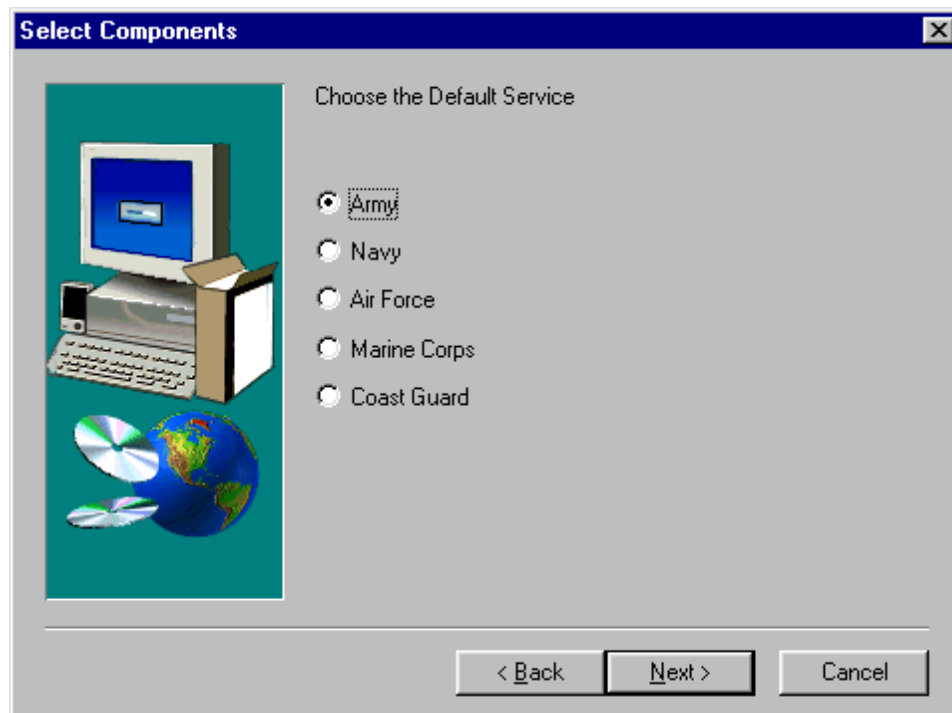


Figure 3 - Select Service Component

The Drug Testing Program Software has been designed for use by all branches of military service. The install program will customize the application to the particular branch of service entered on this screen. Select your branch of service and Click on 'Next' to continue the installation.

The Choose Destination screen shown in Figure 4 will allow you to change the default destination of the program files.



Figure 4 - Choose Destination Location

If you wish to place the files on a drive and directory other than the default, click on the browse button, and select the new destination. By default the files will be installed into the "C:\Program Files\DoD Drug Testing Program" directory. Click on 'Next' to continue the installation.

The Setup Type screen allows you to choose between loading the entire program, or loading specified components of the program.

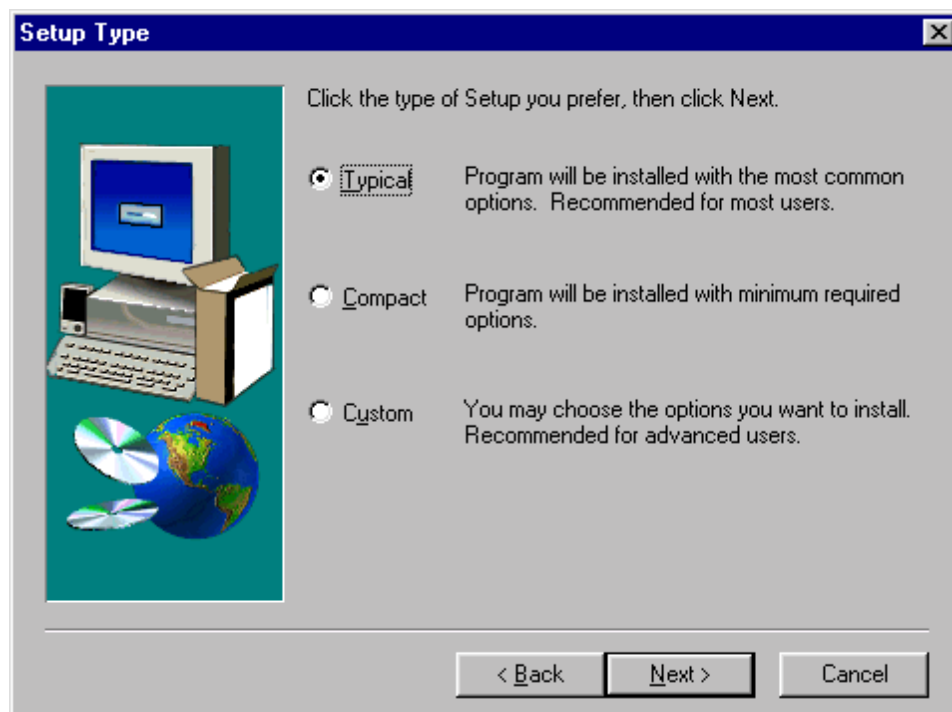


Figure 5 - Choose Setup Type

You should only use the ‘Typical’ option unless instructed otherwise by the DTP Support Desk. Ensure that “Typical” is selected, then click on ‘Next’ to continue the installation.

The Select Program Folder screen allows you to name the program folder that will be created by the installer.

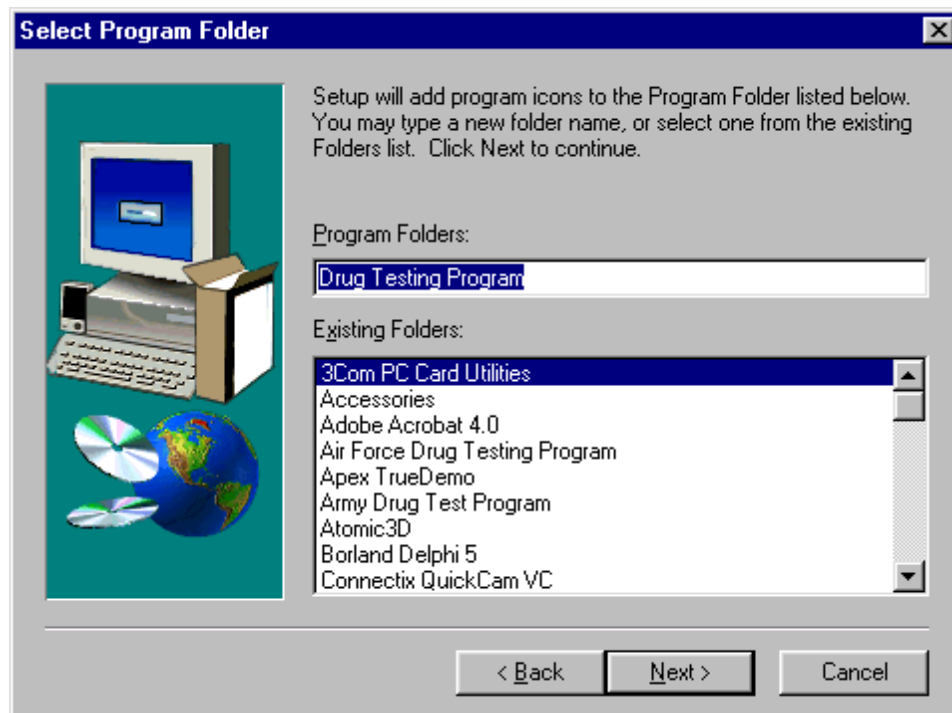


Figure 6 - Select Program Folder

This is the name of the folder that can be used to access the program from the Windows Start Menu. Normally, you should leave this with the default name, which is “Drug Testing Program”. Click on the ‘Next’ button to continue the installation.

The Installation Summary screen shown in Figure 7 displays a summary of all the options you have selected for the program installation.

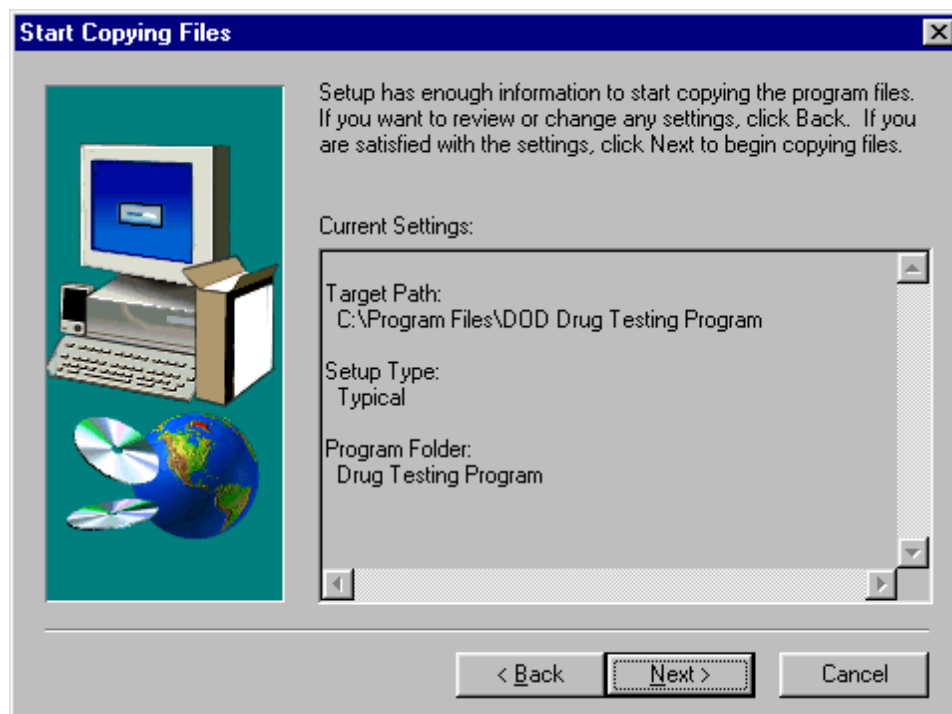


Figure 7 - Installation Summary

Make note of the information displayed on this screen and then click on 'Next' to continue the installation.

At this point the installer will start copying files to the destination directory. Once all the files have been copied, the installation program will ask you what service type your organization is affiliated with. You may choose between Active Duty, Guard, Reserves, or Civilian. Click 'Next' to continue. You will then see a message telling you that the installation program is configuring the DTP program files.

Once configuration setup is complete, you will be asked if you wish to convert old DTP systems to the new program. You may run the Conversion Utility now by clicking 'Yes' or you may click 'No' to run the utility at a later date. If you do decide to run the Data Conversion Utility, see the following section (Section 1.3) for an overview of the conversion process. Clicking 'No' will take you to the final Setup screen. After reading the information provided on this screen, click the 'Finish' button to complete the Setup process.

Once program setup is complete you should reboot your computer to ensure all system changes take immediate effect.

1.3 Using the Data Conversion Utility

The converter is designed to convert all data from previous versions of the Drug Testing Software and import this data into version 5.0. All roster and history information will be transferred. System information specific to the previous version, however, will not be imported. Some commands will have more than one database to convert. These databases must be converted one at a time. If you have not been using a previous version of the Drug Testing Program Software V 4.x, you will not need to run this utility.

NOTE: The converter will not import data from versions of the software prior to version 4.01a

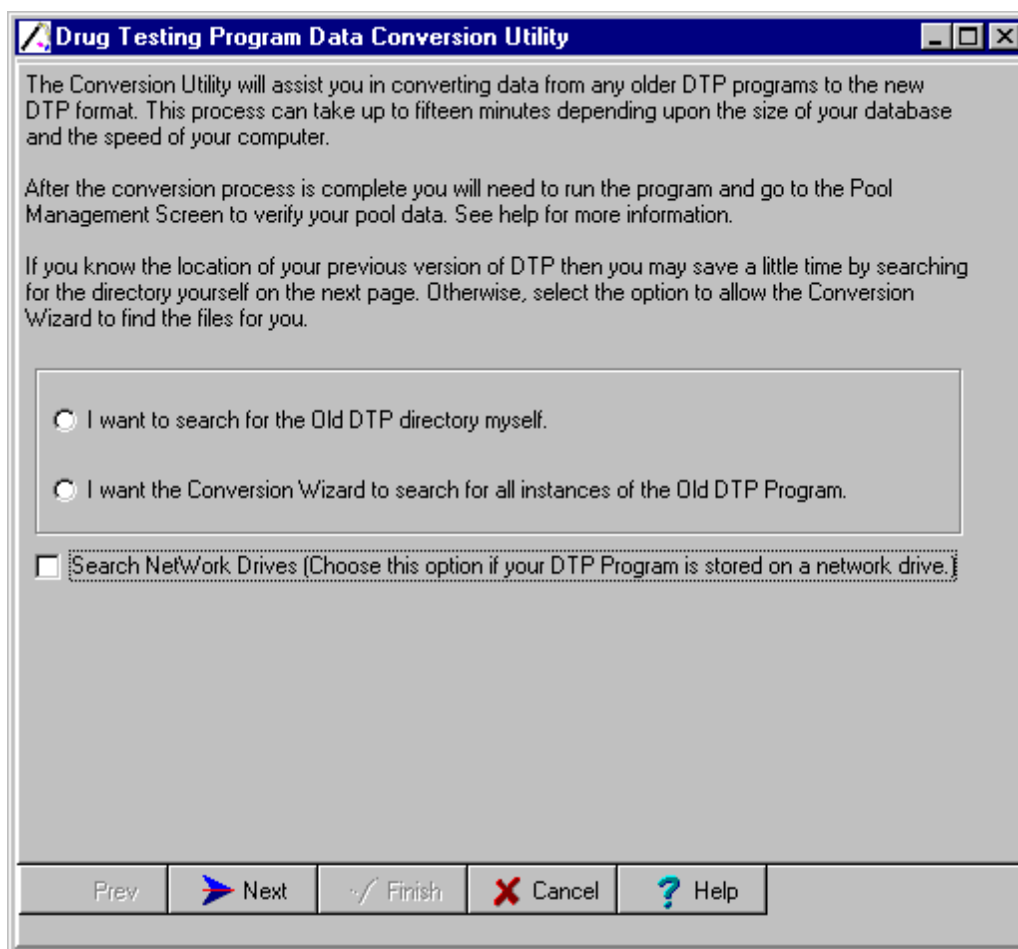


Figure 8 - Conversion Utility, Start Page

The Start Page is the first page to appear upon initialization of the Conversion Utility. The following options are provided on this page (See Figure 8).

I want to search for the old DTP directory myself - Select this option if you know where your DTP directory is located.

I want the conversion wizard to search for all instances of the old DTP Program - If this option is selected, the conversion utility will find every DTP database on your system and display them in a list. You may then choose which database you wish to convert.

Search network drives - Select this option if you know your database is stored on a network drive or you are not sure.

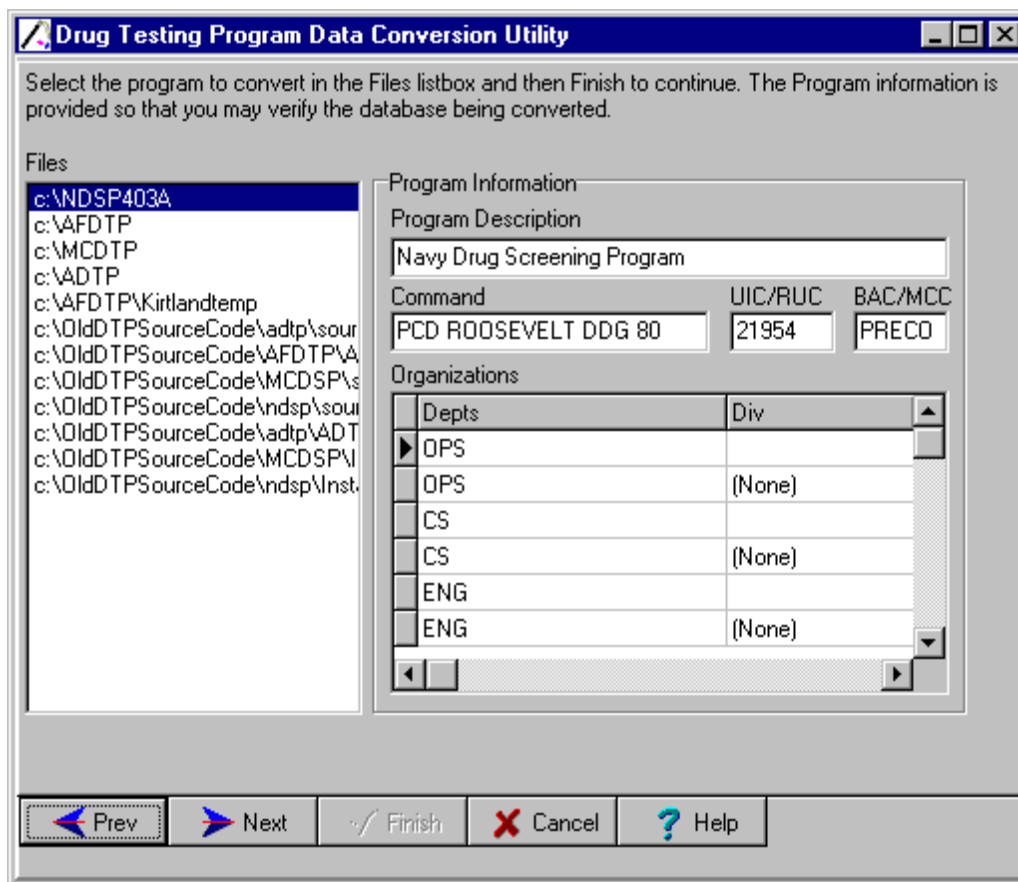


Figure 9 - Conversion Utility, Select Database

The Select Database page allows you to select the database that you would like to convert. Program information is provided on the right side of the page so that you may verify the correct database is selected. If you have multiple databases to convert, you will be brought to this page after each database has been converted in order to select another.

Figure 9 depicts the screen that you will see if you allow the conversion utility to search for your old DTP database(s). If you choose to find the databases yourself, this screen will replace the files list with an explorer window allowing you to navigate to the desired directory.

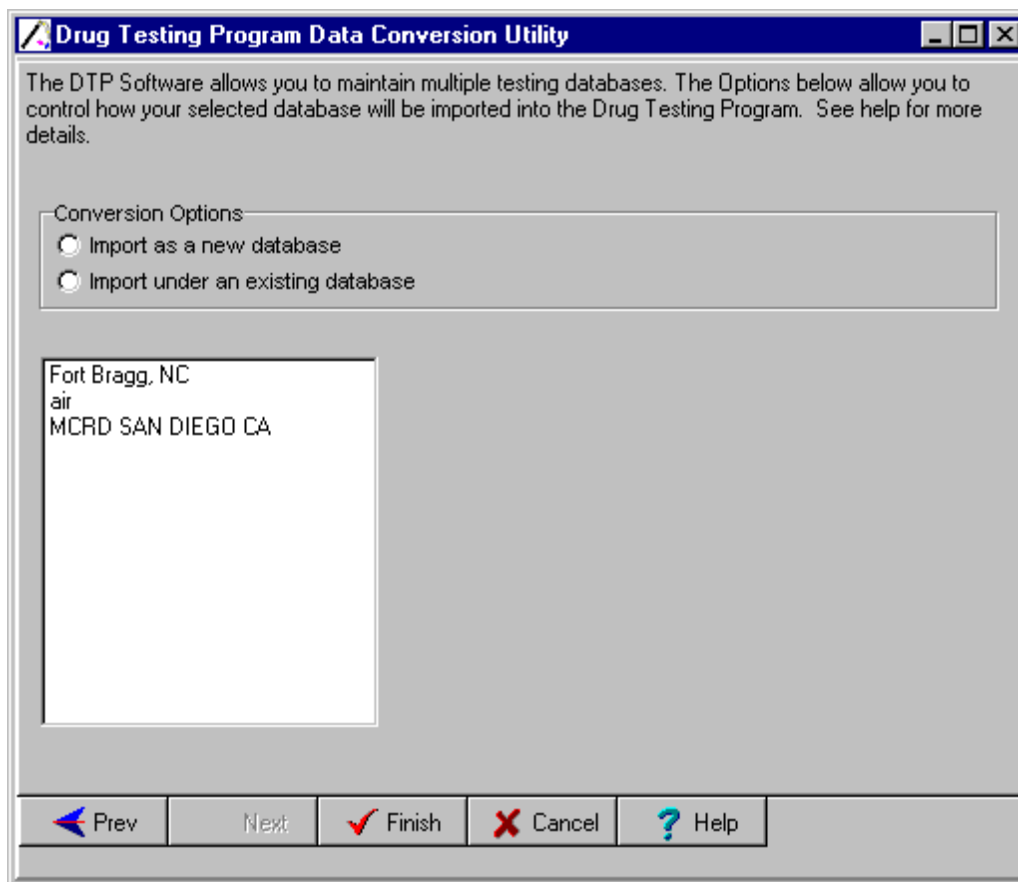


Figure 10 – Conversion Utility, Organization Options

The Organization Options page will only appear if you are converting multiple databases. You must specify one of the following options on this screen:

Import as a new database - If you are converting more than one database, this is normally the option you will select. Choose this option if you wish to maintain the current database as a separate testing database.

Import under an existing database - Choose this option if you would like to merge the current database with an existing one.

This page provides your last opportunity to cancel the conversion process.

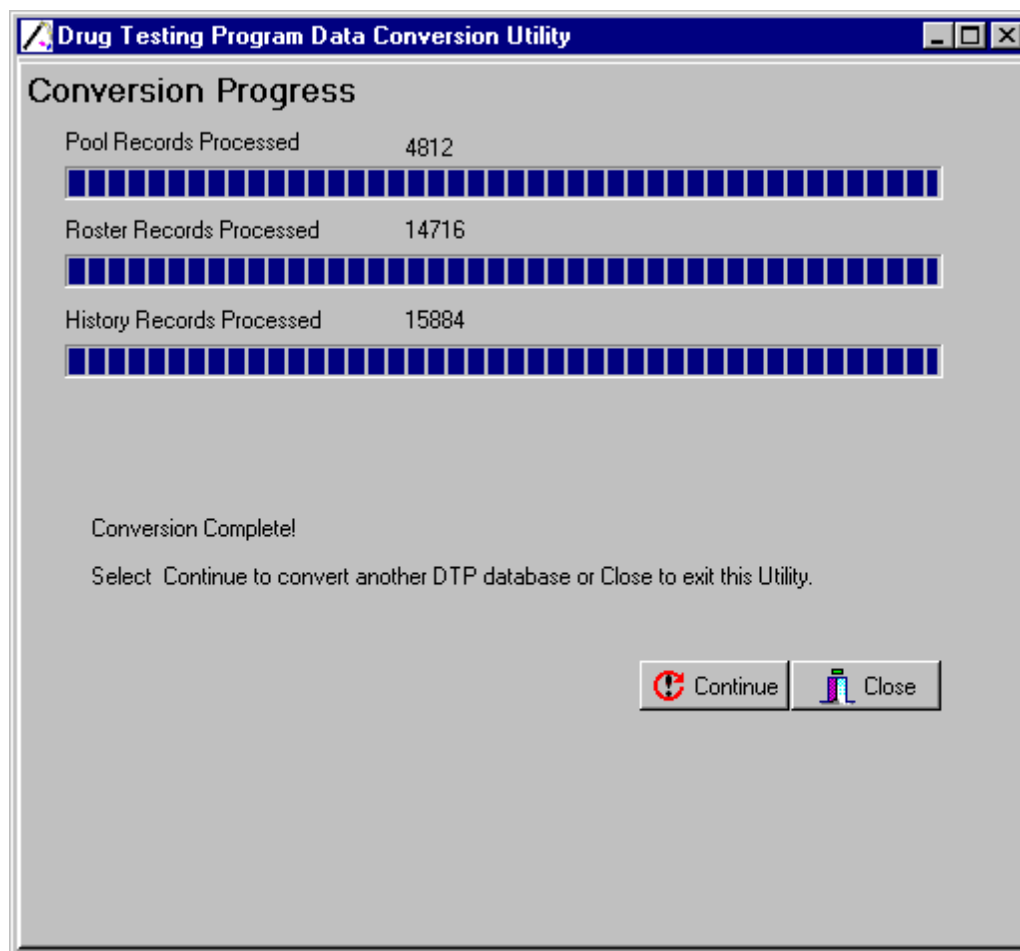


Figure 11 - Conversion Utility, Progress Page

The progress page keeps you advised of the conversion progress. You should not stop the conversion process once it starts or database corruption will result. If you do need to stop the conversion process, the DTP program should be uninstalled and the DTP Program Directory manually deleted. Then the program can be re-installed.

Once the conversion process is complete you may click the *Continue* button to convert another existing database, or you may exit the utility by clicking the *Close* button.

2. Running DTP for the First Time

2.1 Initial System Login

The DOD Drug Testing Program is launched by double clicking the desktop icon installed by the setup program. Alternatively, the program can be run from the Windows Start Menu. The first screen to appear when the program starts is the Login Dialog depicted below.

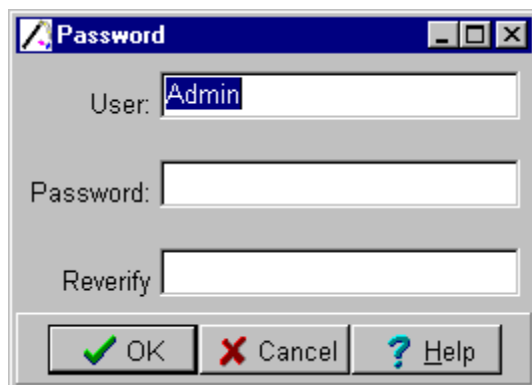


Figure 12 – Set Password Dialog

You will need to establish an admin user password by typing a password in both the Password and Reverify blocks. DTP will run through a series of validation checks and then open the database tables. The next form to appear is the Select Pool Form. The Select Pool Dialog will be discussed later. For now, just click the OK button to close the form and display the Setup Wizard.

The password you enter here must consist of at least 2 characters and contain at least one numeric character.

Note: As part of the validation process at program startup, the DTP software will occasionally need to rebuild some of the database index files. If this situation is encountered, a validation error screen will appear to alert the user. If you encounter this screen at this point, just click OK to clear it.

2.2 The Updates Screen

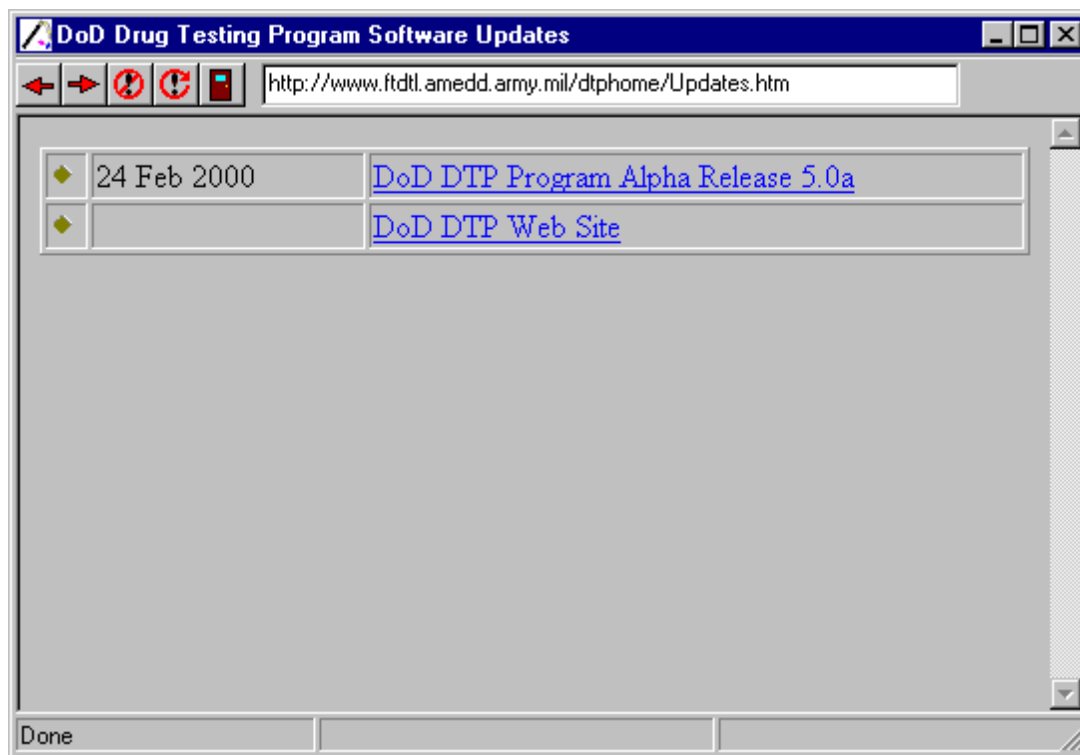


Figure 13 - The Updates Screen

If you have an Internet connection DTP will automatically check the DTP Support Website for any new program update patches or information and display this information to the user in the browser displayed in Figure 13. Clicking on any link will take you to the site to download the latest program update or view DTP Software related information.

This screen will be displayed the first time you run the program. After that, it will only display if there is new information available on the Website.

Note: If you do not have a live Internet connection, you will not see this screen and you will not receive information about available upgrades.

2.3 The Setup Wizard

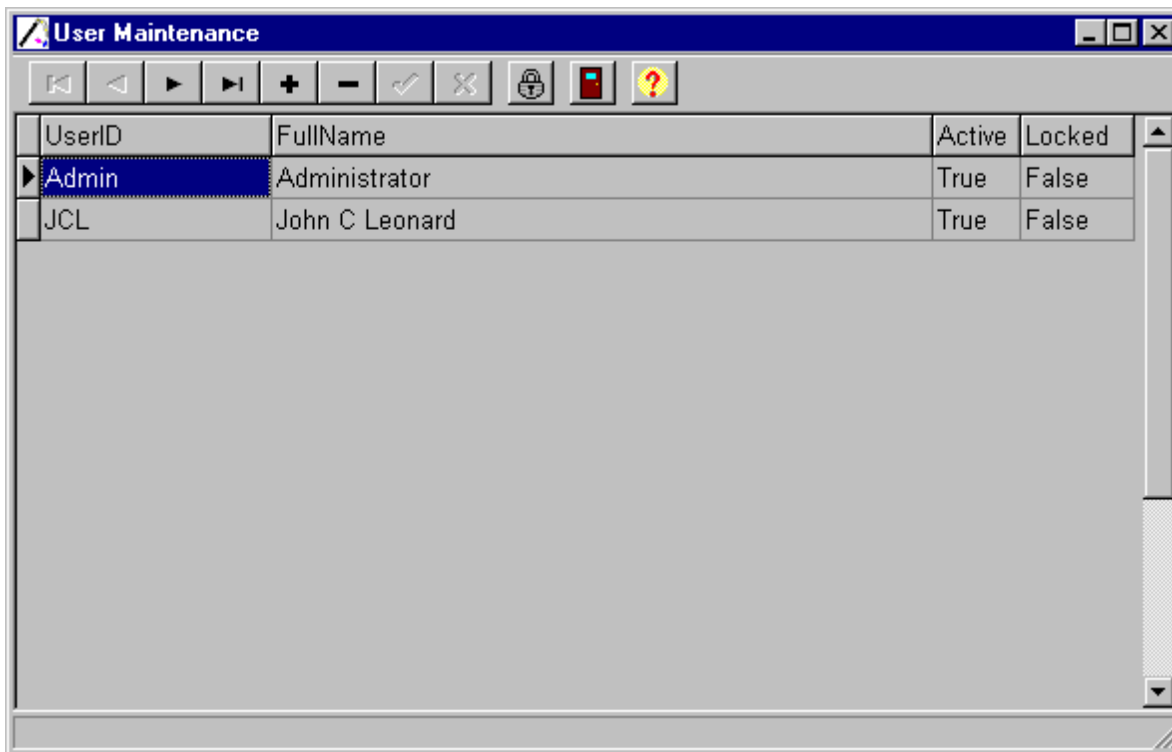


Figure 14 - Setup Wizard

The Setup Wizard (Figure 14) was designed to walk an unfamiliar user through the process of configuring the program. You may dismiss the Setup Wizard at any time by clicking the *Finish* button. However, it is recommended that you complete the Setup Wizard if you are installing the software for the first time. Clicking the *Cancel* button will close the Setup Wizard, but it will reappear the next time you start DTP. If you don't want the Setup Wizard to appear again, you must click the *Finish* button. If you choose to run the Setup Wizard at this point, click *Next* to begin the setup process.

2.3.1 Setup User Accounts

The first task the Setup suggests is to setup User Accounts. Clicking the *Create Users* button will take you to the **User Maintenance Screen**.



The screenshot shows a window titled "User Maintenance" with a toolbar containing navigation and action buttons. Below the toolbar is a table with the following data:

UserID	FullName	Active	Locked
Admin	Administrator	True	False
JCL	John C Leonard	True	False

Figure 15 - User Maintenance Form

The function of the user maintenance form is to provide a central location to manage all the users of the Drug testing Program. It is recommended that every individual with access to the DTP program be assigned a distinct user name and password.

The main task to accomplish on this screen is to add new users. Everyone, including the program administrator, should be assigned a user name to perform normal program operation tasks. The **“Admin”** user name should normally only be used for unlocking users or changing passwords. To add new users, click the ‘ + ’ button to add a new record. Type a user id (preferably the user’s initials) and the user’s full name in the grid. Ensure that Active field reads “True” and that the Locked field reads “False”. The purpose of these fields will be discussed later. Click on the ‘ ✓ ’ button to post the record.

After the record has been posted add a password for the user by clicking the “Lock Icon.” This will display a password dialog to allow you to assign a password for the selected user.

Individual users can use this screen to change their own password. The users may only change their own passwords; they can not change any others. Only the administrator may change other user’s passwords.

Once all users have been added, click the *Close* button to return to the Setup Wizard, then click the *Next* button.

2.3.2 Setup System Parameters

The next step in the Setup Wizard is configuring your system parameters. Click the *System Parameters* button to open the System Parameters Form.

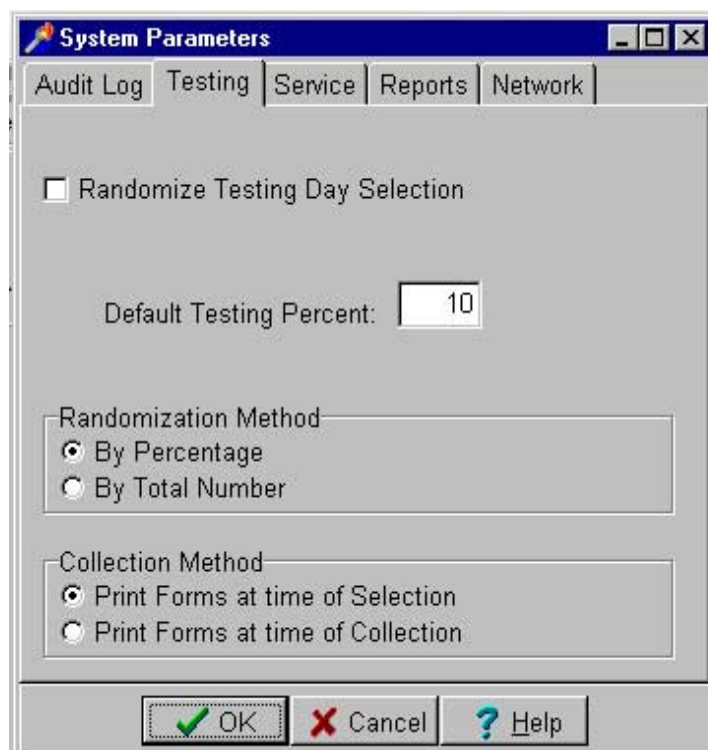


Figure 16 - System Parameters Form

The System Parameters form will be discussed in detail in the Normal Program Operation Section of this document, but a few system related items should be setup now. All of these are located on the testing page depicted above. This page specifies the system parameters for all drug-testing operations. **The options on this page should be set in accordance with the drug testing policies set forth by your branch of service.**

The “Randomize Testing Day Selection” option determines whether or not the Drug Testing Program will select the days on which Random Drug Testing will be conducted. If your command’s policy is to conduct random testing at the Commander’s discretion, then leave this box unchecked. Otherwise, DTP will determine the days on which Testing will be conducted.

There are two methods of randomization used by the Drug Testing Program to select personnel for random testing. The “Selection By Percentage” method selects personnel based on the monthly target percentage established by the unit. The “Selection By Total Number” method chooses an exact number of each personnel each time random testing is conducted. Select this option in accordance with your own branch of service’s policy.

Finally, the Collection Method should be set at this point. This basically refers to the time in the selection process that you would like to print forms. DTP Version 5.0 allows DD Form 2624s and bottle labels to be printed at the testing site as personnel arrive for testing. If a printer is available at the collection site this option can greatly reduce the amount of forensic corrections made to forms due to “Testing No-shows.” In this case, you should choose “Print Forms at time of Collection.” Selecting the other method allows you to preprint all forms before conducting testing.

Click the *OK* button to close the System Parameters screen and return to the setup wizard.

2.3.3 Setup Pools

The next step suggested by the Setup Wizard is to build your pool structure. Clicking the *Setup Pools* button will open the Pool Management Form where you will perform maintenance on your pools.

Pool Management

Tree View: Luke AFB, Texas National Guard

Pool Information

BIC: F123 UIC: F

Description: Luke AFB

Commander: Gen Nobody

Count: 8 Default Service: U.S. Air Force

DD2624 Block 1: Block 1

DD2624 Block 2: Block 2

Service Type: ☒ Active Duty ☐ Guard ☐ Reserves ☐ Civilian

Figure 17 - Pool Management Form

If you chose not to run the data conversion utility when installing the DTP program then you will see a screen very similar to the one depicted in Figure 17. You will see only one pool labeled “Global” with most of the fields left blank. If you did run the conversion utility then you should see the organizational structure from your Old DTP program.

Before setting up your pool structure, it is important to understand the definition of a pool and how the Drug Testing Program uses pools. A “pool” is basically a user-defined group of personnel. Normally a pool is simply an organization, for example, a battalion, a squadron, or a detachment. Some organizations using the DTP program may have the need to maintain different testing groups for example a reserve unit containing both active duty and reserve personnel. In this case the concept of a pool can be expanded to include an Active Personnel Pool and a Reserve Personnel Pool.

The Pools in the DTP mimic the command structure of the military using a tree type organizational structure. Each Pool can contain any number of subordinate pools, which in turn can contain any number of subordinate pools and so on. Random Testing can be conducted on any individual pool or a pool and all of its subordinate pools.

The Pool List – This is located on the left side of the screen and contains a list of all pools in the program organized in a tree-like list. Selecting a pool in this list will display its information in the fields on the right side of the form.

Toolbar Buttons

New Database – Clicking this button creates a new testing database. This function is for those units who need to maintain different testing databases, for example a military testing database and a civilian testing database.

Add Pool – Click this button to add a new pool under the pool selected in the Pool List. This new pool will be assigned as a subordinate pool and will copy most of the settings from the Parent pool. You can then edit the new pool's information.

Delete Pool – Deletes the pool selected in the Pool List.

Post – Saves any changes made to the pool record.

Assign Members – Clicking this button opens another form to assign personnel to each pool.

Print Roster Structure – Prints an organizational chart of all pools.

Close – Exits the current Screen

Help – Click to access the DTP help files.

Pool Information Fields

BAC/RUC/BIC – The label displayed here will depend on your Branch of Service.

UIC/MCC – The label displayed here will depend on your Branch of Service.

The screenshot shows the 'Pool Management' application window. On the left is a tree view with 'Global' selected and 'New Pool' as a sub-item. The main area on the right is titled 'Pool Information' and contains several input fields and checkboxes. The 'BAC' field contains 'F000' and the 'UIC' field contains 'W 00015'. The 'Description' field contains 'Global'. The 'Commander' field is empty. The 'Days To Test' field contains '4' and the 'Target %' field contains '10'. The 'Default Service' dropdown menu is set to 'U.S. Army'. Below these are two large text areas labeled 'DD2624 Block 1' and 'DD2624 Block 2', both of which are empty. At the bottom, there are four checkboxes for 'Service Type': 'Active Duty' (checked), 'Reserves', 'Guard', and 'Civilian'.

Figure 18 - Days To Test

Days To Test – This block will only be visible if you were using the Randomized Days and Selection by Percentage Methods to conduct random testing. Enter the days you wish to test each month here.

Target Percentage/Target Count - Enter the desired selection percentage or count here. This is the percentage or count of personnel that will be selected when random testing is conducted. The number entered here should be consisting with the method of selection you set on the Systems Parameters/Testing page.

Description – Enter the pool name as you would like it to appear throughout the program.

Commander – (Optional Field) Unit Commander can be entered here.

Default Service – Select the appropriate service for the pool.

Service Type – Specify whether the pool is active, reserve, guard, or civilian.

DD2624 Block 1 – The data entered into this edit box will be printed in Block 1 on the DD2624.

DD2624 Block 2 – The data entered into this edit box will be printed in Block 2 on the DD2624.

You can now add pools or edit any pool information. As you complete this task, keep in mind that you can import organizations into the DTP program so you may not need to set up all of your organizations now. Once you have finished editing your pools, click close to return to the Setup Wizard.

2.3.4 Set Non-Working Days

The next step in completing the setup wizard is to enter the available testing days for the current month. This information is entered on the DTP Calendar Form. Clicking the *Set Non-Working Days* button will display the calendar to enter this information.

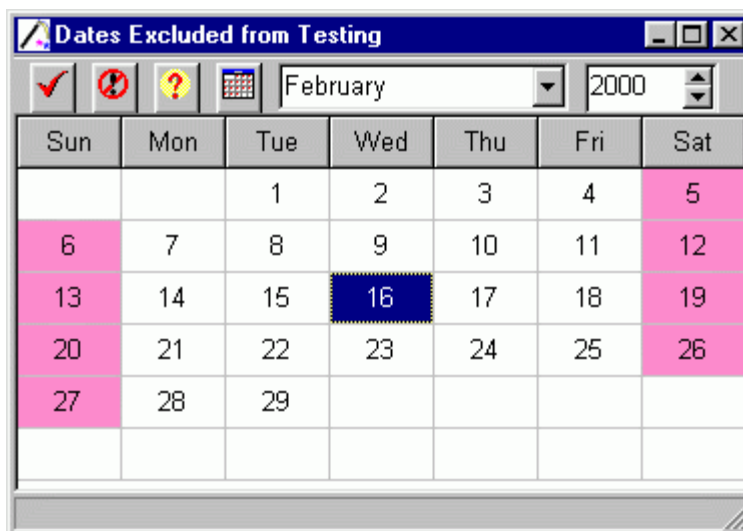


Figure 19 - DTP Testing Calendar

To exclude days from testing, simply double click the dates with the mouse. Normally active duty units will want to exclude weekends and holidays. DTP uses this information in selecting the days to conduct drug testing if the "Randomize Days" option is selected and to keep testing statistics. Once you have marked all non-testing days click the *Save* button to save your changes and close the calendar. The Setup Wizard is displayed.

2.3.5 Importing Personnel

The last step in the Setup Wizard is to import a personnel roster. Click the *Import Roster* button to start the import wizard.

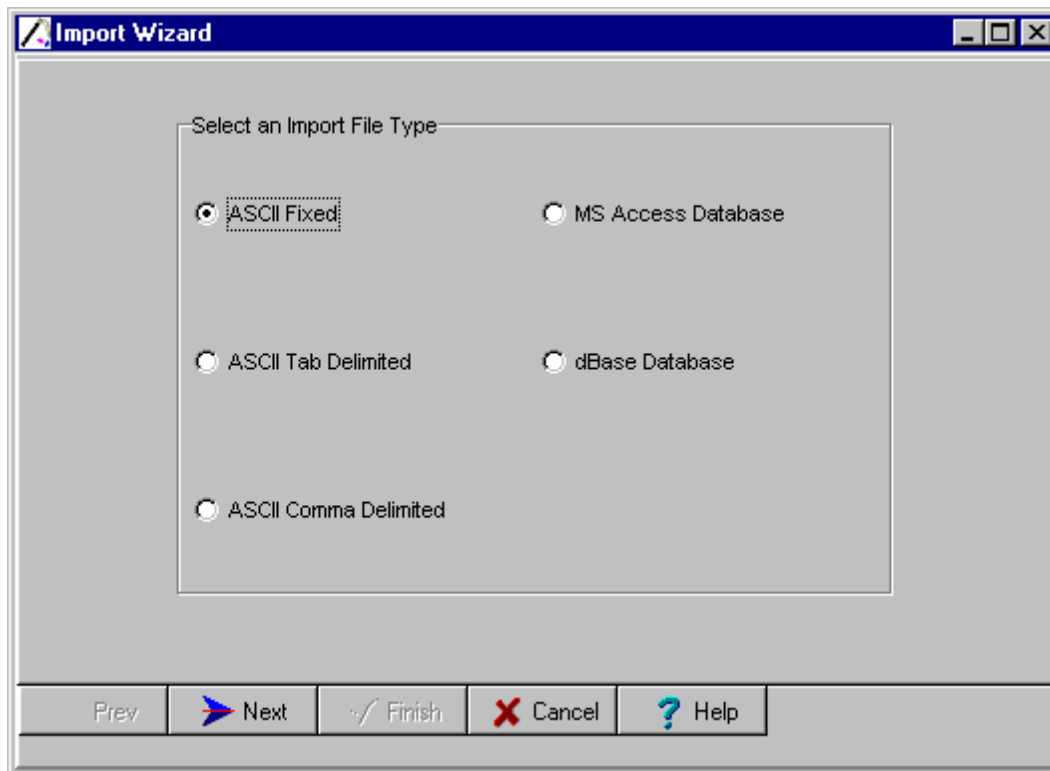


Figure 20 - Import Wizard Start Page

The DTP program allows you to import ASCII Fixed, tab delimited, and comma delimited text files. You may also import any MS Access files up to Access 97 and any dBase files up to version 7. The first step in importing a roster is to select the type of file that you are importing. Once you have specified a file type, click the *Next* button. The familiar Windows Open File Dialog Box should appear. Navigate to the import file's drive/directory and click the *Open* button.

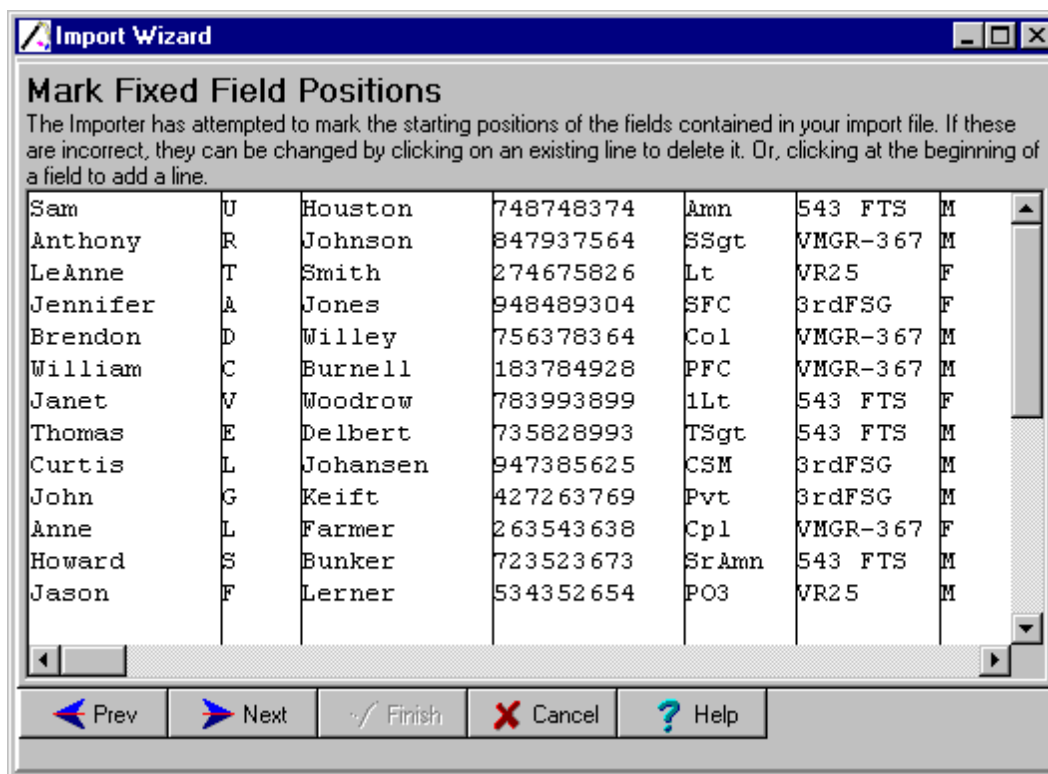


Figure 21 - Import Wizard, Mark Field Positions

If you are importing a fixed field file type the screen depicted in figure 12 will appear. (If you are importing a different file type you may skip to the next step.) An ASCII fixed field file is a text file where each field is of fixed length. One drawback to these types of files is that it is not easy to determine where the field positions begin. DTP makes a best guess at where the field positions are located, but you will need to check this information.

As depicted in figure 21, DTP inserts a line where it has determined each field position starts. (**Note that no line is required for the beginning of the file.**) If any of these lines are incorrect you will have to “move them.” You may remove a line by clicking on an existing line and insert a line by clicking on the position where you would like the line to be inserted. Use the scroll bars to look at the entire file to ensure that the field positions are properly marked. Once you have determined that the field positions are correct, click the ‘Next’ button to display the Organization Option page of the Import Wizard.

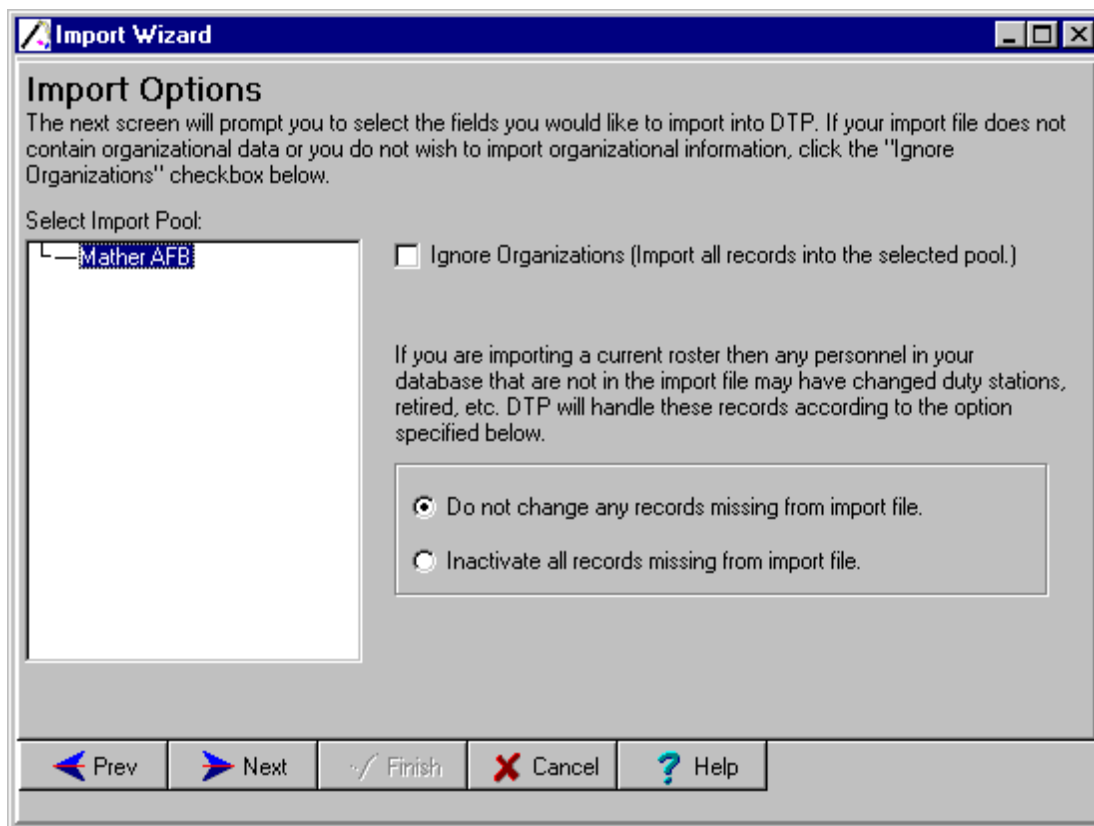


Figure 22 - Import Wizard, Import Options

The import wizard has the ability to import organization information into your database. If your import file contains organizational information and you would like DTP to import that information for you, leave the Ignore Organizations checkbox unchecked as depicted in Figure 22. You must also specify the pool under which you would like to import your records. This is accomplished by selecting a pool in the list box. You may also import UIC/RUC and BAC/BIC/RUC information if it is contained within your import file along with the organization.

In the example above, all records will be added under the Mather AFB Pool. Since the Ignore Organizations box is unchecked, the import routine will search for and add any new organizations found under the Mather AFB Pool. Personnel will automatically be assigned to the organization contained within the import file.

If you would like to import all personnel under a single pool, then ensure that the "Ignore Organizations" checkbox is checked and select the pool you would like to import into. Click the *Next* button to continue with the Import Wizard. All personnel will be assigned to the highlighted pool.

This screen also asks you to specify what you would like to do with missing records. Missing records in this case are those records that exist in your database, but have not been found in your import file. These missing records are usually personnel who have changed duty stations or left the service. Rather than delete these personnel, it is recommended that they be inactivated in order to preserve the associated history records. Inactive personnel cannot be selected for testing. You may choose 'Inactivate all records' to inactivate all of your missing records or you may choose 'Do not change' to ensure that the import will not inactivate existing personnel.

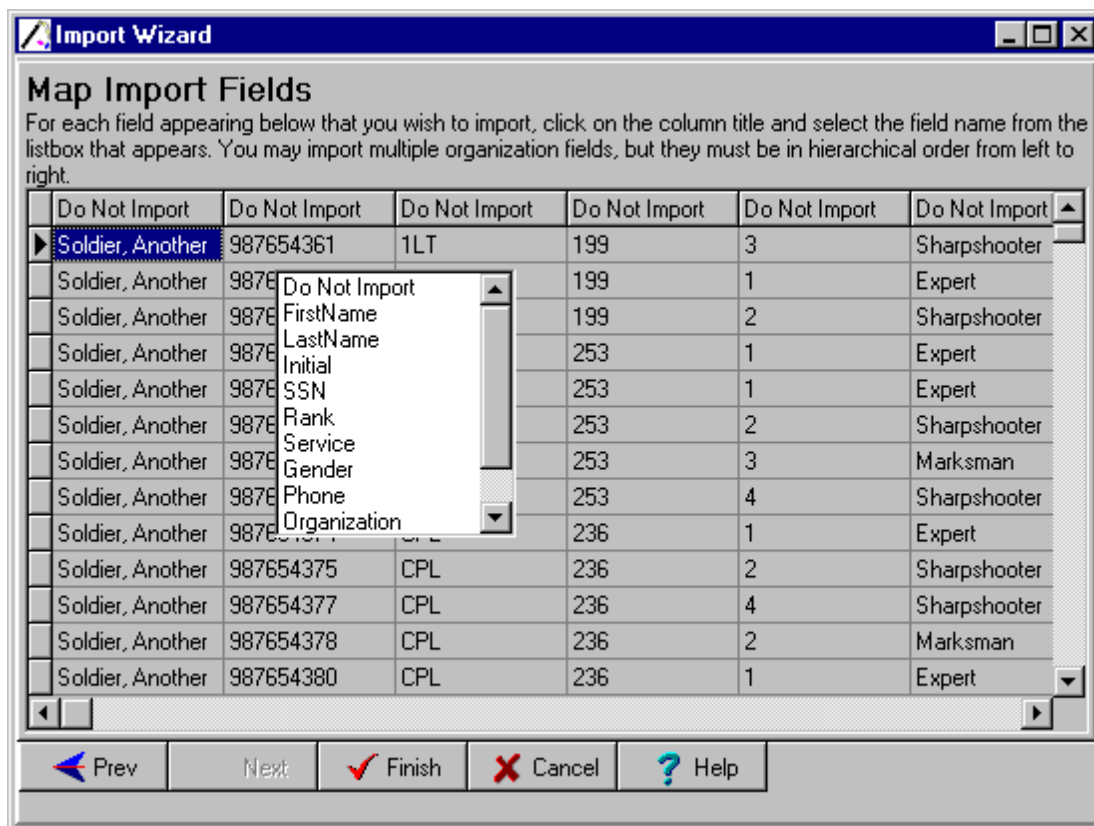


Figure 23 - Import Wizard, Map Import Fields

After you choose your organization options, the import routine copies your file to a temporary table and displays the fields so that you may decide which fields to import. Initially, all column titles in the grid read “Do Not Import.” Fields are assigned by clicking the column title and selecting a field name from the list box that appears as in Figure 23. As fields are assigned, the columns change colors so that you may easily identify them.

If personnel names are not broken down by first name, initial, and last name, you should import the name to the LastName Field. LastName and SSN are required fields and the Import Wizard will not allow you to proceed if these fields are not assigned.

If your import file contains multiple organizations for each record then the import utility can duplicate this structure by allowing you to specify multiple organizations on this page. For example, an import file might contain a Wing, a Group and a Squadron for each individual record, with Group being subordinate to the Wing, and Squadron being subordinate to the Group. DTP will duplicate this structure by adding the correct pools to the database and assign each individual to the correct squadron (the most subordinate unit.) The Organizations must appear on the Map Fields Screen from left to right in the correct hierarchical order. As you assign each organization field the column title will read Organization1, Organization2, ... etc. If the organizations are not in the correct order, you may “drag” columns by left clicking on the column title and holding down the mouse button as you drag the column to the desired position.

Clicking *Cancel* at this point will close the import Wizard and Restore your database to the previous state. Clicking the *Finish* button will complete the import process. You should now see the Setup Wizard. Clicking the *Finish* button will close the Setup Wizard and display the Main Form.

3. Normal Program Operation

3.1 Program Initialization

To start the DOD Drug Testing Program double-click the DOD Desktop icon installed by the installation program or you may select the program from the Windows Start menu. The initialization process consists of validating a user, decrypting database files, and verifying the integrity of the database.

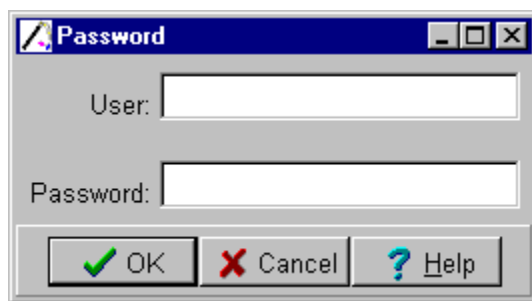


Figure 24 - Login Dialog

3.1.1 Program Login

The **Login Dialog** box is displayed each time the DTP Program is started or each time a new user signs on to the program. As the program starts, all program data remains encrypted and program access is denied until a recognized user and password is entered. The user is allowed three login attempts before the program terminates and locks the offending user out of the system.

If during program operation a new user needs to login, select 'Change User' from the File menu on the **Main Form** to display the login dialog.

DTP will also keep an audit trail of the actions taken by the current user as entered in this dialog box. This audit trail can be viewed on the **Auditing Data Manager** screen, which can be accessed on the **Main Form** from the *Utilities* drop-down menu or the *System Utilities* button.

3.1.2 Database Validation

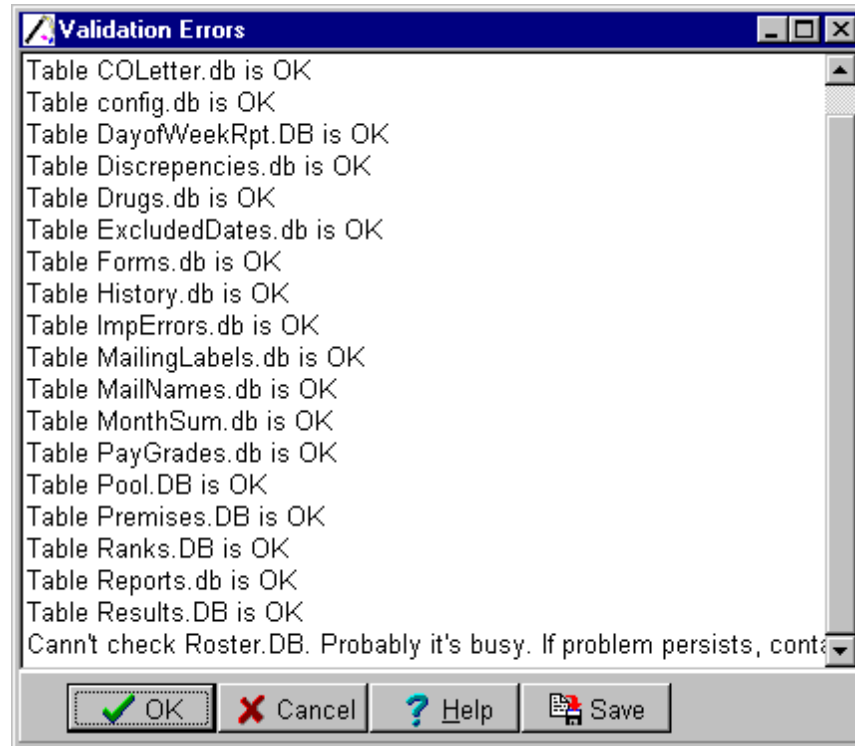


Figure 25 - Validation Screen

Under certain system conditions, a few of the DTP database files may become out of date. At program startup, DTP checks for this condition and will regenerate any necessary files. The Validation Errors screen will be shown to alert you that a file has been repaired. You will not see the validation screen every time you start the DTP program.

3.1.2 Select Initial Pool

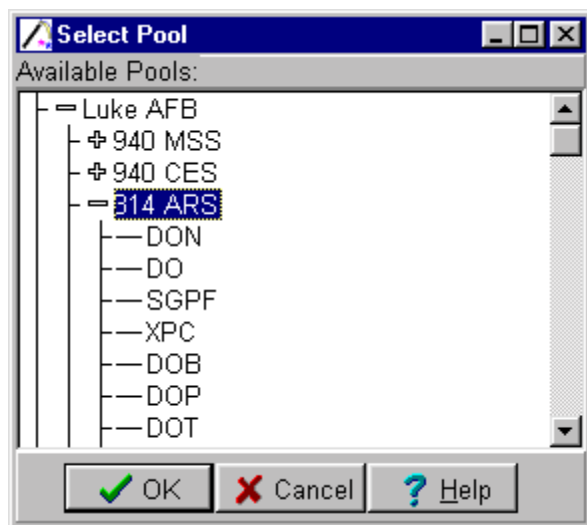


Figure 26 - Select Pool Dialog

After entering a correct password the user must select a "Pool." The **Select Pool Dialog** allows the user to select the desired pool to work with by scrolling through a list of available pools. Tree nodes in the dialog box can be expanded or collapsed by clicking the '+' sign or the '-' sign respectively. This screen is displayed each time DTP is started. At any time the user wishes to change pools, clicking *Change Pool* under the *File Menu* on the **Main Screen** will bring up this same screen. A similar form layout is used throughout the program anytime a user is required to select a pool to complete a process.

In the example depicted above, the top-level pool is Luke AFB. These top-level pools will be referred to as "root pools" throughout this User's Guide. Each root pool should be considered a separate testing database. When you select a pool on this screen, you will only be able to act upon members contained within that root pool. All other members (and pools) not contained in the current root pool will remain hidden from view.

3.2 The Main Form



Figure 18 - Main Form

The **Main Form** is the starting point for every operation performed within DTP. The drop-down menus at the top of the Main Form contain all the functionality of the program. The large buttons beneath the drop-down menus provide access to the functions that are most frequently used in the program and to provide familiarity to users who have used previous versions of DTP.

3.2.1 The Menus

Under the *File* menu you can change users, change pools, or change your printer settings.

The *Personnel* menu provides access to the **Personnel Roster** form and to the import and export utilities.

The *Testing* menu is another starting point to begin the testing process. Testing under all premises can be started here.

The *Reports* menu provides access to all printouts not directly related to the testing process. Under this menu, you can print a variety of system and personnel related reports. You may also access the Print Mailing labels utility under this menu.

The *Utilities* menu contains access to all program utilities that support the Drug Testing Program, for example, Backup/Restore, Pool Maintenance, and User Maintenance.

3.2.2 The Main Form's Buttons

The *Conduct Random Testing* button displays the **Testing Wizard** that walks the user through the process of randomly selecting personnel from the current pool and printing testing products. See the section entitled Random Personnel Selection Algorithms for more information on the random selection process.

The *Collect Sample* button displays the **Site Collection Screen** where members who have been selected can be assigned to DD Form 2624 using the DTP "Drag and Drop" feature. This allows for forms to be printed at the collection site as members arrive for testing, reducing the frequency of forensic corrections.

The *Post Results* button displays the **Post Results Screen** where users update member's test selection status and post testing results.

The *Modify Roster* button displays the **Personnel Roster** screen, which allows users to maintain, import, and export personnel information.

The *Pool Maintenance* button displays the **Pool Management** form where pool specific information is maintained. Users can add, edit, and delete Pools here.

The *Other Testing* button displays the **Other Testing** screen, which allows testing under all other premises in addition to Random Testing.

The *System Utilities* button displays the **System Utilities Dialog** allowing access to less frequently used functions such as, editing the Commander's Letter, setting testing parameters, and Auditing options, just to name a few.

Finally, the *Quit* button allows the user to exit the system.

For quick reference, the status bar at the bottom of the **Main Form** displays the current user and the current pool.

3.3 Modify Personnel Roster

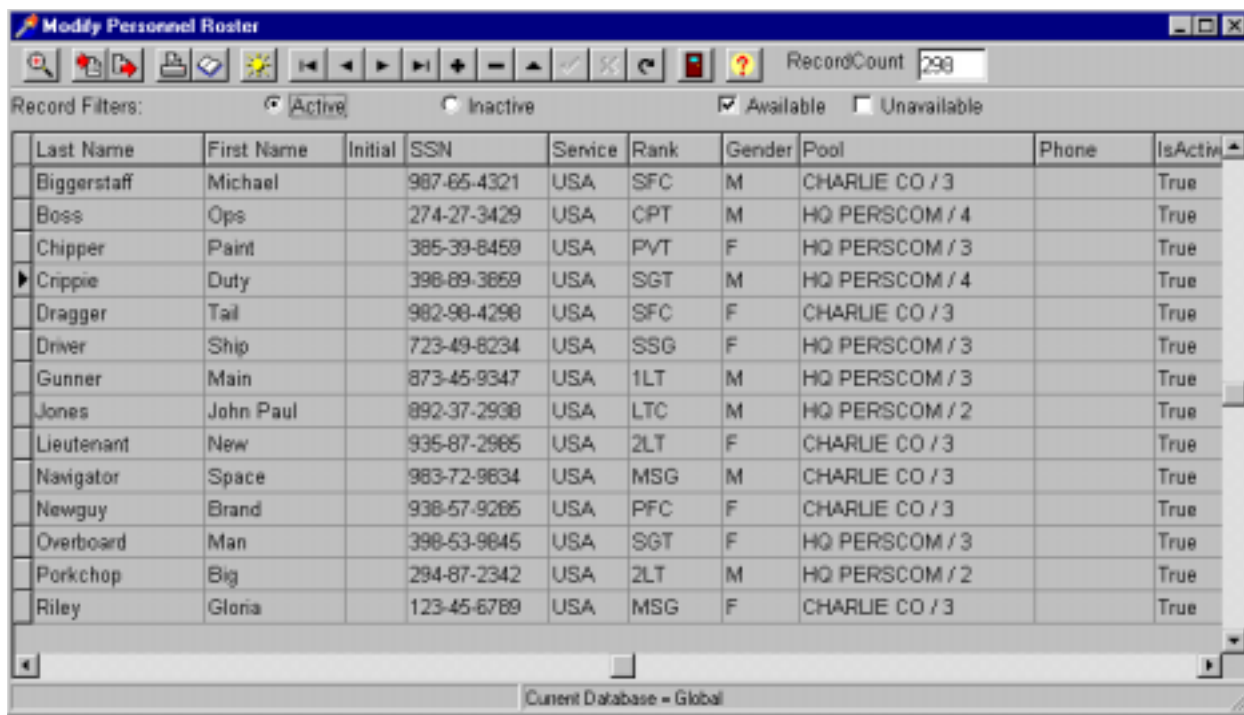


Figure 28 - Modify Personnel Roster

The **Modify Roster** screen is accessed through either the *Personnel* menu item on the **Main Form** or by clicking the *Modify Personnel Roster* button. The Roster is a list of all personnel stored in your current root pool. In this area, you may search for and edit personnel records, add personnel, import or export to and from the personnel roster, as well as, print rosters for each pool.

The toolbar contains the majority of the functionality for this screen. If you are unsure of the function of any button on the toolbar, you may momentarily hold the mouse cursor over the button to view a popup hint revealing the functionality of that button. You can search for a record by Last Name or SSN by clicking the *Find Record* toolbar button.

Normally, you will not delete a record from DTP when an individual leaves your organization, you will simply "inactivate" them by setting the active field to false. Although individual records may be deleted, inactivating them preserves all history records pertaining to that individual. By default, DTP filters inactive members from your view. This feature may be toggled on and off by selecting the corresponding radio button on the top of the grid. You can also view personnel as available or unavailable by selecting the appropriate check box on the top.

Two reports can also be accessed from the toolbar. Clicking the *Print* button will allow you to print a roster for an individual pool or any subset of a pool. Pressing the *Member History* tool button will display all testing history for the current member selected.

The *Activate All Members* button will activate all members in the roster that have an inactive status.

All editing of records is performed directly in the Grid. Some fields contain drop-down lists in order to limit the data that can be entered into the roster database. Columns may be resized by selecting the lines between the column titles and dragging to the desired size. Columns may also be sorted in almost any order including Last Name, SSN, Service, Rank, Gender, and Pool. Simply click on the column titles to sort records under that index.

3.3.1 Find Record

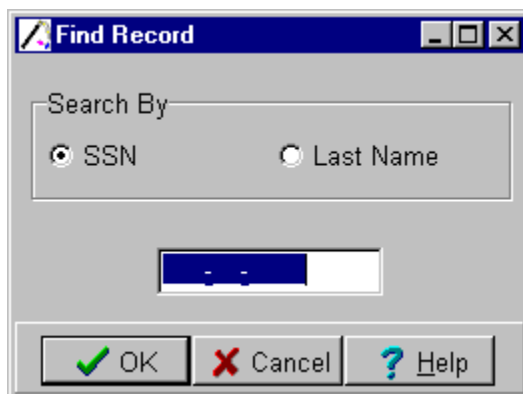


Figure 29 - Find Record Dialog

Clicking the magnifying glass icon on the **Modify Roster** screen accesses the **Find Member** form. You may search by SSN or Last Name. A message box will alert you if a record is not found. If multiple records are found under a search by last name, an additional form will be displayed allowing you to pick the desired record.

3.3.2 The Import Wizard

The Import Wizard is a utility that allows you to import your testing register from a variety of sources. These include, ASCII comma delimited, tab delimited, and fixed field text files, as well as, Microsoft Access and dBase files. For a detailed discussion of the Import Wizard please see Section 2.3.5 on page 23.

3.3.3 Export Roster



Figure 30 - Export Roster Dialog

Clicking on the *Export* button on the **Modify Roster** toolbar will bring up the Windows Save Dialog Box (Figure 30.) Simply, type in a file name for your export file and click *Save* to execute the Export. The export function will only export personnel information. The file produced by the Export utility is a comma delimited ASCII File.

3.3.4 Print Roster

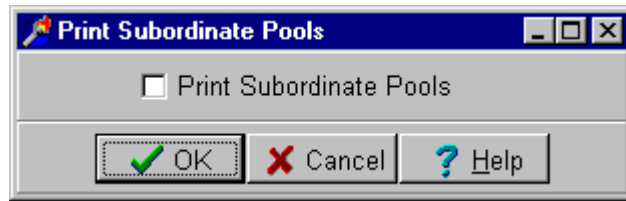


Figure 31 - Print Roster

Clicking the *Print Roster* button will display the **Print Roster** screen. The **Print Roster** screen allows you to specify whether you would like to print personnel from subordinate pools. Clicking the *OK* button will allow you to preview the report before printing. You may also cancel printing from the preview screen.

3.4 Pool Management Screen

Pool Management

☐ Luke AFB
☐ Texas National Guard

Pool Information

BIC: UIC:

Description:

Commander:

Count: Default Service:

DD2624 Block 1:

DD2624 Block 2:

Service Type:
☒ Active Duty ☐ Guard
☐ Reserves ☐ Civilian

Figure 32 - Pool Management

The Pool List – This is located on the left side of the screen and contains a list of all pools in the database organized in a tree-structured list. Selecting a pool in this list will display its information in the fields on the right side of the form.

3.4.1 Toolbar Buttons

New Database – Clicking this button creates a new testing database. This function is for those units who need to maintain different testing databases, for example a military testing database and a civilian testing database.

Add Pool – Click this button to add a new pool under the pool selected in the Pool List. This new pool will be assigned as a subordinate pool and will copy most of the settings from the Parent pool. You can then edit the new pool's information.

Delete Pool – Deletes the pool selected in the Pool List.

Post – Saves any changes made to the pool record.

Assign Members – Clicking this button opens the Assign Members screen used to assign personnel to each pool.

Print Roster Structure – Prints an organizational chart of all pools.

Close – Exits the current Screen

Help – Click to access the DTP help files.

3.4.2 Pool Information Fields

BAC/BIC/MCC - Enter the BAC, BIC or MCC

UIC/RUC - Enter UIC or RUC.

Description - Enter the pool name as you would like it to appear throughout the program.

Commander - Optional Field. Unit Commander can be entered here.

Days To Test – This block will only be visible if you are using the *Randomize Days* and *Selection By Percentage* methods to conduct random testing. Enter the days you wish to test each month here.

Target Percentage/Target Count - Enter the desired selection percentage or count here. This is the percentage or count of personnel that will be selected when random testing is conducted. The number entered here should be consisting with the method of selection you set on the Systems Parameters Testing page.

Default Service - Select the appropriate service for the pool.

Service Type - Specify whether the pool is active, reserve, guard, or civilian.

DD2624 Block 1 – The data entered into this edit box will be printed in Block 1 on the DD2624.

DD2624 Block 2 – The data entered into this edit box will be printed in Block 2 on the DD2624.

The screenshot displays the 'Pool Management' window. On the left is a tree view with 'New Pool' selected. The main area on the right is titled 'Pool Information' and contains the following fields:

- BAC:** A text box containing 'F000'.
- UIC:** A text box containing 'W00015'.
- Description:** A text box containing 'Global'.
- Commander:** An empty text box.
- Days To Test:** A text box containing '4'.
- Target %:** A text box containing '10'.
- Default Service:** A dropdown menu showing 'U.S. Army'.
- DD2624 Block 1:** An empty text box.
- DD2624 Block 2:** An empty text box.
- Service Type:** A group of four radio buttons:
 - ☒ Active Duty
 - ☐ Reserve
 - ☐ Guard
 - ☐ Civilian

Figure 33 Days To Test / Target Percentages

3.4.3 Pool Assignment Screen

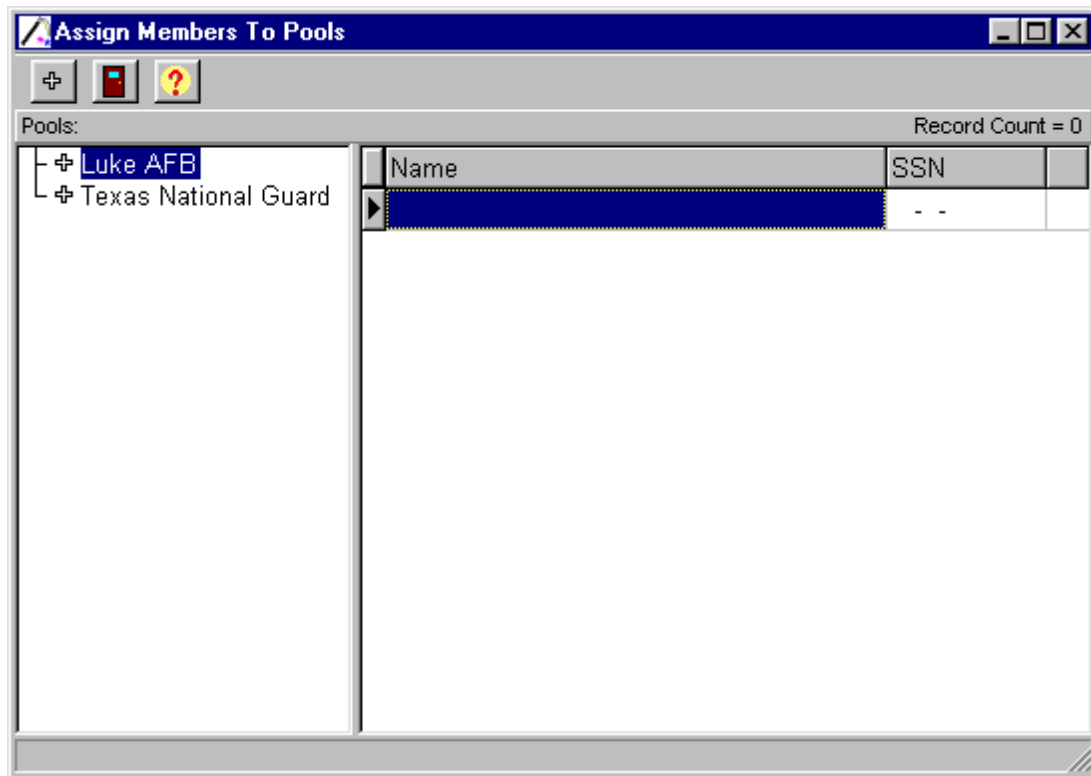


Figure 34 - Assign Members Screen

The **Pool Assignment** screen allows you to move personnel between pools. Pools are depicted on the left side of the screen and assigned members are listed on the right. Pool assignment is accomplished by clicking on the (+) button. This brings up the roster list in order to select members to be assigned. If the selected individual is assigned to another pool, he/she is automatically deleted from the original pool and added to the new pool.

3.5 Conducting Random Testing

The primary method of conducting random testing is by clicking the *Conduct Random Testing* button on the **Main Form**. Clicking this button assigns an IR testing premise to the selected group of personnel. What happens next will depend upon the options set on the **Testing Page** of the **Systems Parameters** screen.

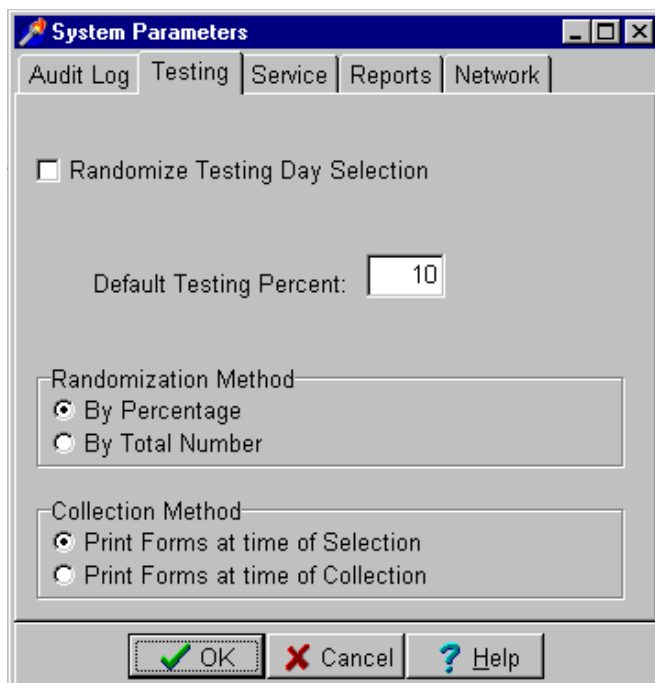


Figure 34 - System Parameters, Testing Page

The **System Parameters** screen is discussed in more depth in the System Parameters section of this document, but the testing page is displayed here in order to discuss Random-testing options.

With *the Randomize Testing Day Selection* option selected, DTP will determine the days on which random testing will be conducted. This option adds another level of randomization to the testing process because no one, including the tester, will know when testing will be conducted until the day of testing. In order for this option to be effective, the user will need to click the 'Conduct Random Testing' button every day for each pool concerned. If the program determines that it is a testing day then you will be taken into the Testing Wizard (to be discussed shortly) to complete the random testing process. If the program determines it is not a testing day then a message will be displayed telling you that is not a testing day, and the program will not allow you to conduct testing on the current pool that day. **Random testing can still be forced by choosing CO Selected Random Testing under Testing menu.**

If you wish to be able to determine testing days yourself then leave this option unchecked. Now every time you click the *Conduct Random Testing* button you will be immediately taken into the Testing Wizard to complete the random selection process.

The other relevant information to the randomization process displayed in Figure 34 is the *Randomization Options*. This option determines the method DTP will use to randomly select personnel for testing. If the Percentage Method is used to select personnel, DTP will select a percentage of personnel from your current pool based on your monthly target percentage. For example, if your monthly target percentage is 8 percent and you plan to test 4 times this month then DTP will select approximately 2% of personnel each time you conduct random testing.

If you decide to select personnel by count, then DTP will randomly select the number of personnel entered on the Pool Management form for each pool.

3.6 Other Testing Screen

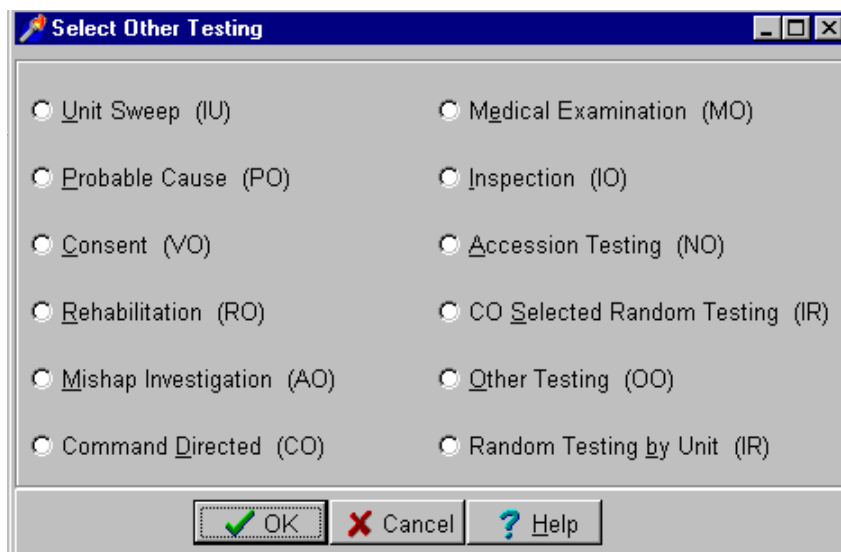


Figure 35 - The Other Testing Screen

The **Other Testing** screen displays all other types of Drug Testing available (shown in figure 35). Select **Other Testing** (at the main menu), select a testing option and click the *OK* button to start the **Testing Wizard**, which will walk the user through the testing process. Options selected on this screen also determine the premise that will be used by the testing wizard to conduct testing.

Premise Codes are assigned as follows:

Unit Sweep - IU
 Probable Cause - PO
 Consent - VO
 Rehabilitation - RO
 Mishap Investigation - AO
 Command Directed - CO
 Medical Examination - MO
 Inspection - IO
 Accession Testing - NO
 Command Selected Random Testing - IR
 Other Testing - OO
 Random Testing By Unit - IR

The options listed on the **Other Testing** screen can also be accessed on the **Main Form** through the *Testing* drop-down menu.

3.6.1 Testing Wizard (Start Page)

The Testing Wizard is the mechanism used for all types of testing in the Drug Testing Program. Its purpose is to walk the user through the selection process, regardless of the testing premise. The Testing Wizard will always be the first screen displayed after an option has been chosen from the **Other Testing** screen (Figure 35).

Parameter	Value
Current Pool	Global
Testing Count	8
Testing Premise	IR
Group By Gender	True
DD2624 Printing Option	Select Member for Printing at time of Collection
Random Testing Conducted Today	True

Figure 36 - Testing Wizard, Start Page

The **Testing Wizard Start Page** is provided to confirm your testing parameters before testing is conducted. If any of these parameters are incorrect, you must exit the Testing Wizard to make the required changes. The Testing Premise is assigned when you select an option from the **Other Testing** screen or when Random Testing is conducted.

If "Use Subordinate Pool Members in Testing" remains unchecked, then only the personnel in the current pool can be selected for testing. No personnel from subordinate pools (sub-commands) can be selected. If you are randomly selecting individuals for testing then only the personnel in the current pool will be considered for selection by the DTP Program. If you are manually selecting personnel for testing, then only the names from the current pool will be displayed to pick from.

If "Use Subordinate Pool Members in Testing" is checked then the current pool and all pools under this pool are eligible to be selected for testing.

Group By Gender determines whether or not both male and female members will be printed on the same DD Form 2624. This option can be set in the **System Parameters** screen on the **Testing Page**.

DD2624 Printing Option is also set on the **Testing Page** of the **System Parameters** screen. This option determines whether DD Form 2624's and labels will be printed at selection time or at collection time using the drag and drop

method.

The Status bar at the bottom of the screen shows the number of personnel previously selected for testing, but have not been cleared either by marking as updated or as having a “Due Back” date. It also displays the number of personnel currently selected and the current pool.

3.6.2 Testing Wizard (Unit Sweep Page)

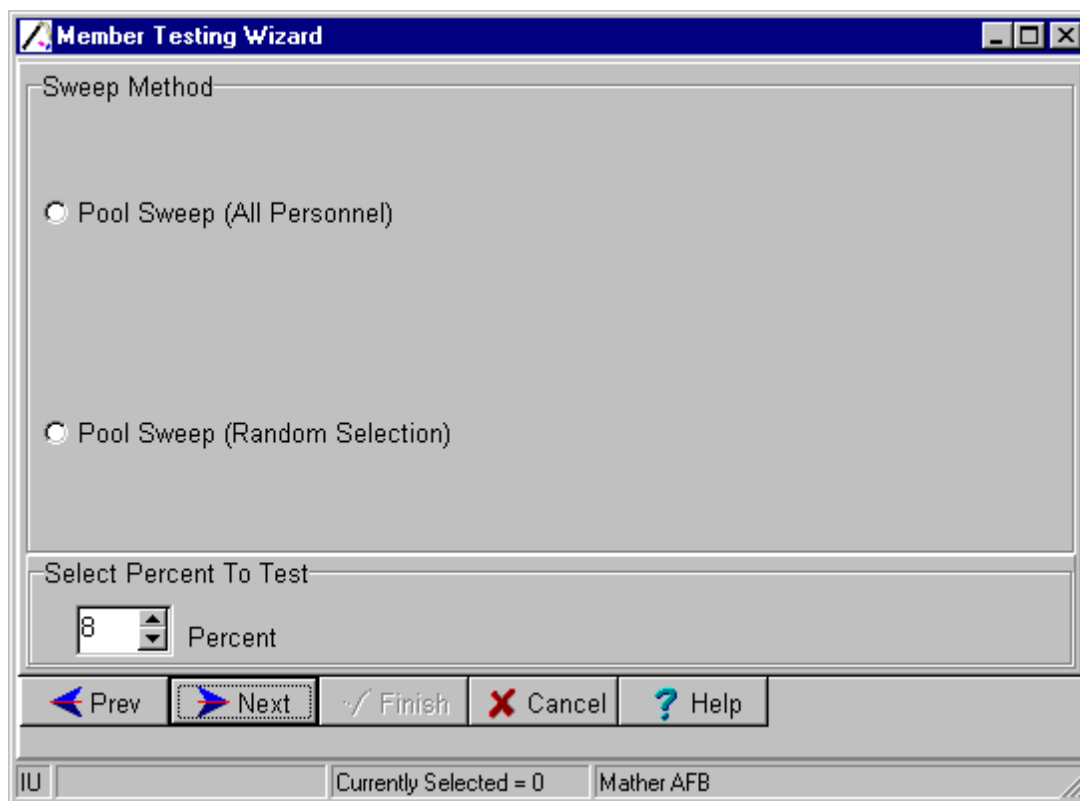


Figure 37 - Testing Wizard, Unit Sweep

The **Unit Sweep Page** will be displayed only if Unit Sweep was selected as the testing premise. Here you may choose to sweep all personnel from your current pool (and subordinate pools if that option was selected) or randomly select personnel based on the percentage you can specify in the *Select Percent to Test* edit box.

The *Previous* button will take you back to the **Testing Wizard Start Page**. The *Next* button will display either the manual selection page or the summary page if random selection was used to select members.

3.6.3 Testing Wizard (Member Selection Page)

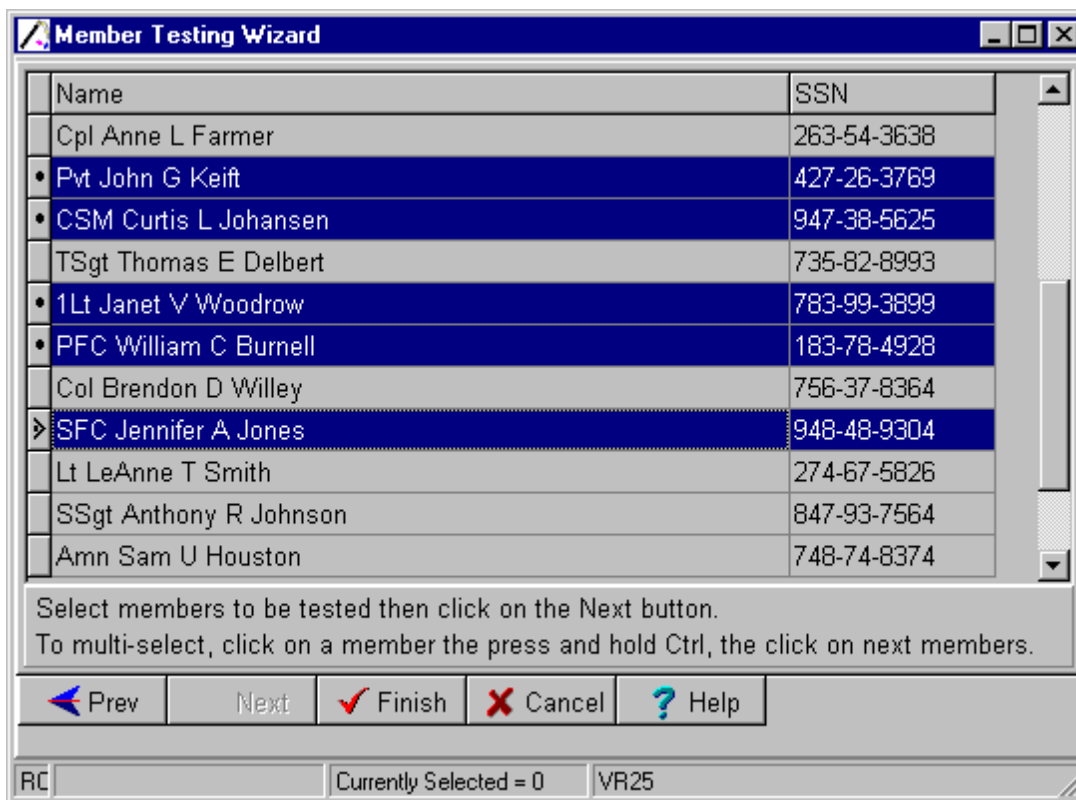


Figure 38 - Testing Wizard, Member Selection

The **Member Selection Page** is displayed if a testing premise is chosen requiring the manual selection of personnel, for example: Probable Cause (PO) or Aviation Mishap (AO) investigation. To select an individual for testing, just click on their name. To select multiple personnel hold down the control key while selecting names with the mouse. Clicking on a name that has been previously marked as selected will "undo" the selection.

The *Previous* button will take you back to the **Start Page** (or the **Unit Sweep Page** if you are conducting a unit sweep). Selecting *Finish* will commit the selected names for testing.

3.6.4 Testing Wizard (Results Page)

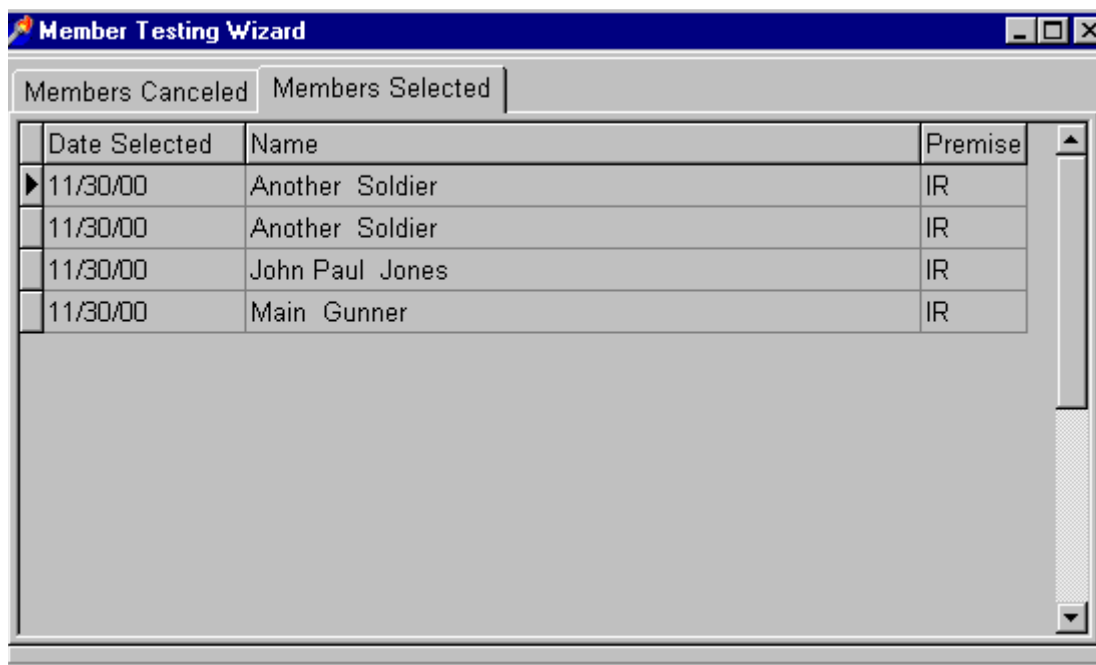


Figure 39 - Testing Wizard, Results Page

The **Testing Wizard Results** Page allows the user to view, on the members selected tab, the personnel that have been selected for testing. It also shows, on the members cancelled tab, the personnel who have been selected for testing, but cancelled because they have already been selected and their due date is on the future date. At this time the user may cancel the testing session provided a random test is not being performed. Under the random case the names have been committed and can only be changed in the **Update Test Pending Screen**. No action is required by the user except to click *Next* to proceed with testing or *Cancel* to exit. Clicking the *Next* button will commit the test and take you to the **Print Products Page**.

3.6.5 Testing Wizard (Print Products)

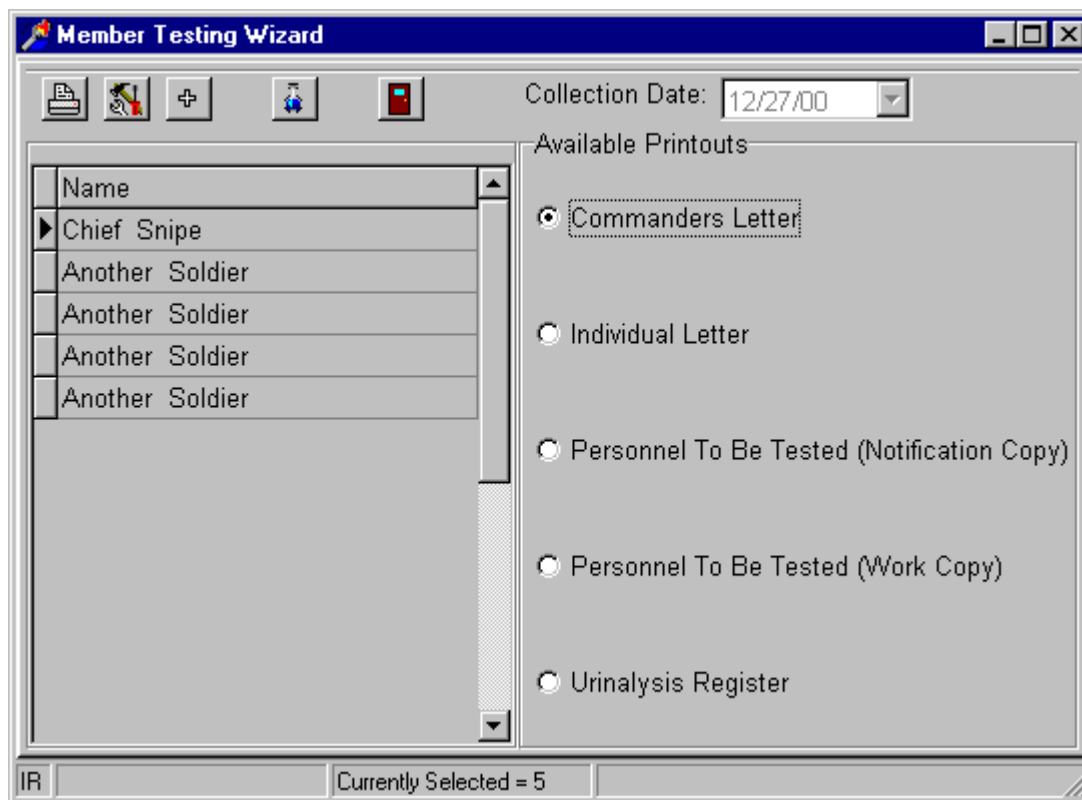


Figure 40 - Testing Wizard, Print Products with Drag and Drop

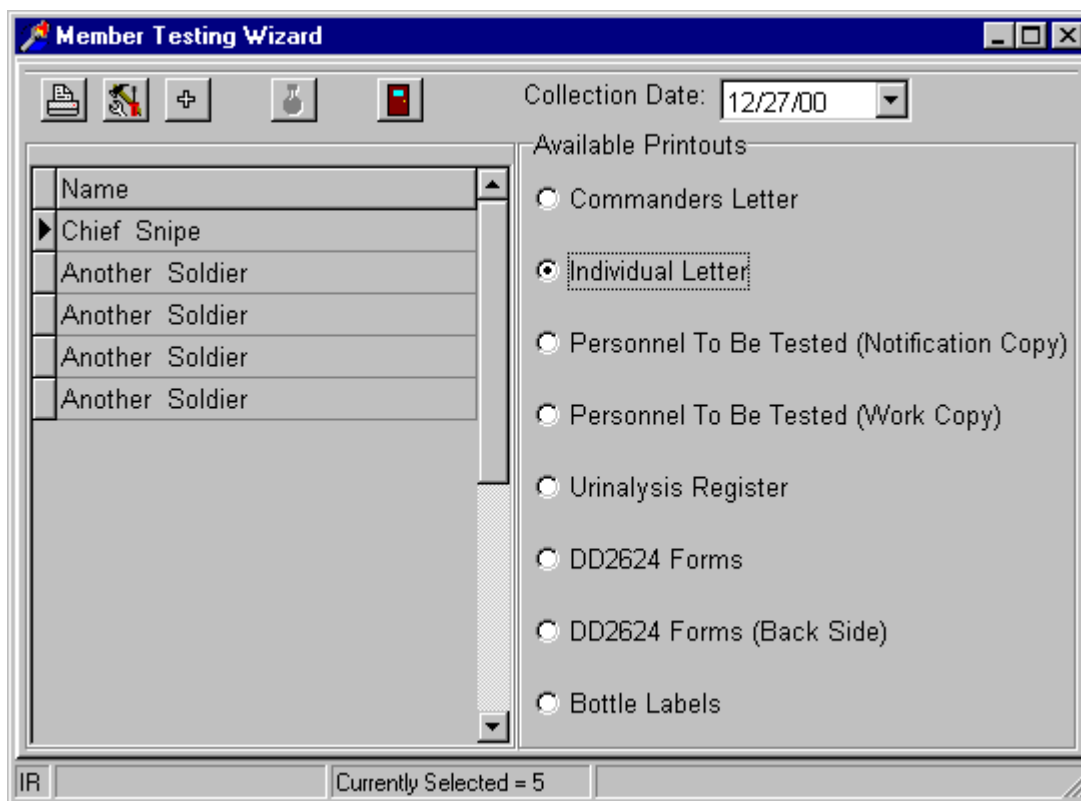


Figure 41 - Testing Wizard, Print Products without Drag and Drop

The **Testing Wizard Print Products Page** (Figures 40 & 41) is the final page of the **Testing Wizard**. If the Drag and Drop feature of DTP is enabled, DD Form 2624's and bottle labels cannot be printed here, but are generated at collection time using the **Site Collection** screen. This DTP feature alleviates the need to make forensic corrections for no-shows. This option can be set on the **System Parameters' Testing Page**.

If an individual has been selected for Random Testing but will not be present for testing he or she can be marked as "Due Back" by double clicking on a name and selecting the date that they will be back. This will remove those personnel from the list so that they will not be printed on any of the forms. These personnel will automatically be selected for testing when their "Due Back Date" expires.

Commander's Letter - Prints out a letter to each unit commander notifying him or her that unit personnel have been selected for testing.

Individual Letter – Prints an individual letter to members selected for testing from his or her unit Commander.

Personnel To Be Tested (Notification Copy) - Prints out a list of names to be submitted to the selected individuals commander.

Personnel To Be Tested (Work Copy) - Prints out a list of names to be used by the individual in charge of conducting testing.

Testing Register (Unit Ledger) - Prints out the testing register/unit ledger.

DD2624 Forms - Prints DD2624 forms for all selected members. This option is only available with Drag and Drop disabled.

Bottle Labels - Prints labels for specimen bottles. This option is only available with Drag and Drop disabled.

If the Drag and Drop feature is enabled, selecting the *Collect Samples* button (Chemical Bottle Icon) will take you to the **Site Collection** screen. Otherwise, this button is disabled.

Clicking the *Add QC Specimens* button (+) will display the Add QC Samples dialog.

Figure 42 - Add QC Samples Dialog

This screen allows you to add quality control specimens to a group of samples if your unit is participating in the AFIP program. The samples are used to test the accuracy of the laboratories.

3.7 The Site Collection Screen

Name	SSN	Pren	Date Selecte
Soldier, Another	987-65-4618	IR	5/22/00
Soldier, Another	987-65-4369	IR	5/22/00
Soldier, Another	987-65-4378	IR	5/22/00
Soldier, Another	987-65-4435	IR	5/22/00
Soldier, Another	987-65-4590	IR	5/22/00
Gunner, Main	873-45-9347	IR	5/22/00
Soldier, Another	987-65-4353	IR	5/22/00
Soldier, Another	987-65-4326	IR	5/22/00

Spec #	SSN	Name
-	-	

Figure 43 - Site Collection Screen

The **Site Collection** screen (Figure 43) allows you to print DD Form 2624's and bottle labels as members arrive for testing. The list on the left displays the individuals who have been selected for testing and the column on the right represents the names to be printed on the DD 2624. Names can be selected and dragged to the DD 2624 column.

During drag and drop operations, you will be prompted to print a DD Form 2624 and labels under one of the following conditions.

- 1) The DD Form 2624 is full. (A form can hold no more than 12 members.)
- 2) A new UIC is encountered. (A form can contain only one Unit Identification Code.)
- 3) A new BAC is encountered. (A form can contain only one Base Area Code.)
- 4) If the *Group By Gender* option is enabled, you will be prompted to print the form when a new gender is encountered.

The Toolbar

All of the functionality of this screen is controlled by the toolbar located on the center column of the form.
Print DD2624 - Allows you to print the front side of a DD2624 at any time with only the members selected.

Print DD2624 back - Prints the backside of the DD2624.

Print Bottle Label - Prints labels. A version number is included on the bottle labels. If for any reason a bottle label needs to be re-printed, this version number is increased for control purposes.

Save Form - Saves the form members to the database and clears the right side of the collection screen.

Add Members/Remove Members - Adds/removes members to/from the DD2624.

Add All - Assigns all members to forms and walks user through printing all remaining forms.

Exit - Exits the collection screen.

Note: Do not click the save form button until you have printed all products and have verified that they are correct. You will not be able to reprint forms until collection is complete.

Force Remove Specimen

Under normal circumstances you will not be able to remove an individual from a form **once a label has been printed** for that form. This is due to the fact that batch and specimen numbers are assigned during drag and drop operations. Once a label or form is printed, these numbers cannot be reassigned.

If an individual must be removed from the form after a label has been printed you may "Force Remove" the member by Double Right-Clicking the Form side of the collection screen with the mouse. This will display a pop-up menu with all the print options, as well as, the force remove option. Performing this function is equivalent to "lining out" a person from the DD2624. The DD2624 will be printed with the deleted specimen number "skipped" and a blank line will appear at the end of the DD2624.

3.8 Update Collected Screen

Name	SSN	Premise	Gender	Date Selected	Due Back	Status
Soldier, Another	987654590	IR	M	5/22/00		SELECTED
Soldier, Another	987654326	IR	M	5/22/00		SELECTED
Soldier, Another	987654353	IR	M	5/22/00		SELECTED
Gunner, Main	873459347	IR	M	5/22/00		SELECTED
Soldier, Another	987654369	IR	M	5/22/00		SELECTED
Soldier, Another	987654435	IR	M	5/22/00		SELECTED
Soldier, Another	987654618	IR	F	5/22/00		SELECTED
Soldier, Another	987654378	IR	M	5/22/00		SELECTED
Gunner, Main	873459347	NO	M	5/22/00		PENDING
Boss, Ops	274273429	VO	M	5/22/00		PENDING

Figure 44 - Update Collected Screen

The **Update Collection**, **Post Results**, **Members Tested Positive** and **History** screens are actually one form. These screens can all be accessed from the **Main Form** by selecting either *Update Test Pending Pool* or *Update Testing History* from the drop-down menu, or by clicking the *Post Results* button.

The **Update Collection** looks similar to the **Modify Roster** screen. Most of the functionality can be accessed through the toolbar at the top of the screen. Pop-up hints are provided when the mouse cursor is held over any button on the toolbar to alert the user to the purpose of that particular button. Records can be manually edited individually or group updates can be performed as will be discussed shortly. If the Drag and Drop feature of DTP is enabled, then you should rarely have to use this screen because the process of dragging and dropping will automatically assign the information on this screen. You will only have to enter this screen to post No-shows if you are tracking that information.

Clicking the *Print List* button on the toolbar will print the list of personnel pending collection. Individual testing histories can be viewed by selecting the individual in the grid then clicking the *Display History* button.

The Print Products toolbar button will display the DD2624 Form Management screen, which allows you to print testing forms for an individual or group.

DateCollected	Status	BatchNum
5/2/00	PRINTED	1
5/3/00	PRINTED	1
5/3/00	CREATED	1

Spec#	SSN	FullName
23	987-65-4414	PVT Another Soldier
24	987-65-4573	SPC Another Soldier
25	987-65-4427	PFC Another Soldier

Figure 45 - DD2624 Form Management

The toolbar buttons along the top of the screen allow you to print the front and back sides of the DD Form 2624, as well as, bottle labels. The main purpose of this screen is to allow you to print forms for an individual or individuals who have been previously selected for testing, but had been assigned a “Due Back Date.” Normally, personnel assigned “Due Back Dates” will automatically appear in the next selection after their assigned “Due Back Date”. If an individual arrives before his or her “Due Back Date”, however, you may use the Form Management Screen to print the required forms.

Note: An individual’s testing status will not be updated unless the form is “closed out” by clicking the *Close Form* button.

Group Updates – (Figure 46) Clicking the *Select Group* button on the toolbar allows you to perform group updates rather than updating each individual record. When the **Group Update** screen appears, as shown in figure 46, you will need to choose the correct selection date and premise in order to select the whole group.

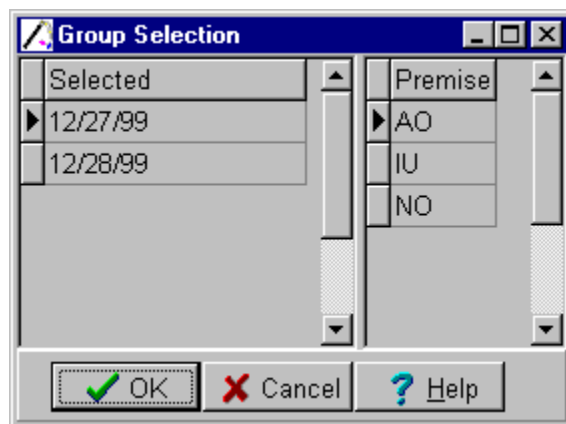


Figure 46 - Group Selection Dialog

Once an individual or group has been selected, one of the following three actions can be performed:

1) Update Collection - Selecting the *Update Collection* button will mark the member(s) status as COLLECTED and remove them from view. You may not update an individual as COLLECTED unless they have been assigned to a form. This is accomplished in one of three ways. A member is automatically assigned to a form if you are using the drag and drop method of collection. If you are not using the drag and drop method of collection, then members are assigned to a form when you print testing forms from the testing wizard. Finally, a member is assigned to a form if you print testing forms from the **Form Management Screen** discussed previously. This button is disabled if the drag and drop method of collection is being used.

2) Update Unavailable - Selecting the *Update Unavailable* button cancels a member from the testing pool. When this button is pressed a comment screen will appear allowing you to document why the individual(s) will not be tested. At the top of the comment screen is a list of comments frequently used by the command that can be copied into the comment text area. This list of comments can be maintained by selecting *Maintain Comments* from the *Utilities* menu. Once this action is complete the records will disappear from view.

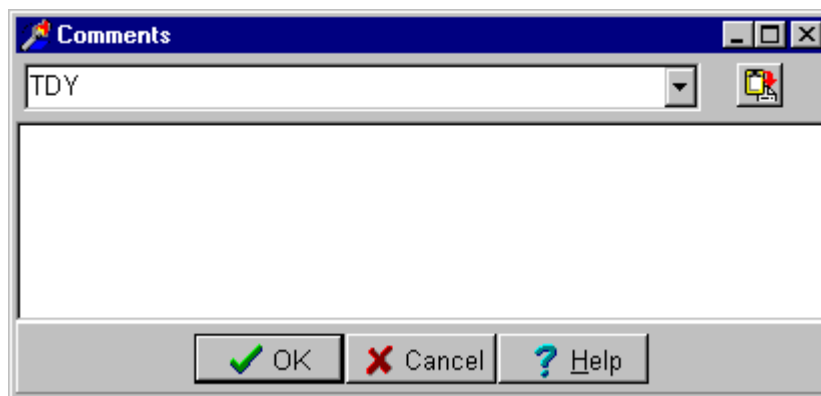


Figure 47 - History Comments dialog

3) Due Back Date Update - This button is used to enter a "Due Back Date" for those individuals who did not show for testing. The Calendar depicted in Figure 48 will appear allowing you to select the date the member(s) will be available for testing.

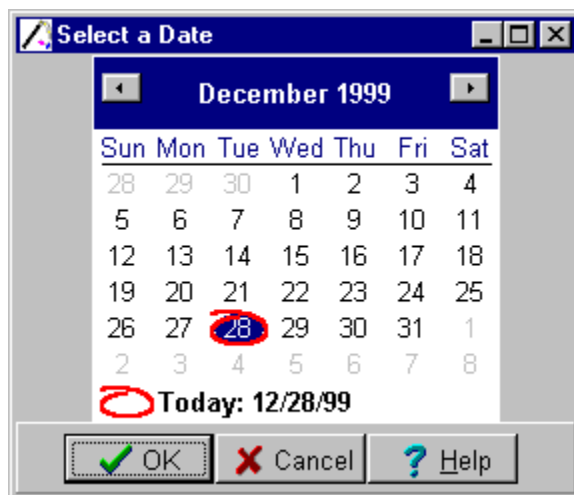


Figure 19 - Update Due Back Date

3.9 Post Results Screen

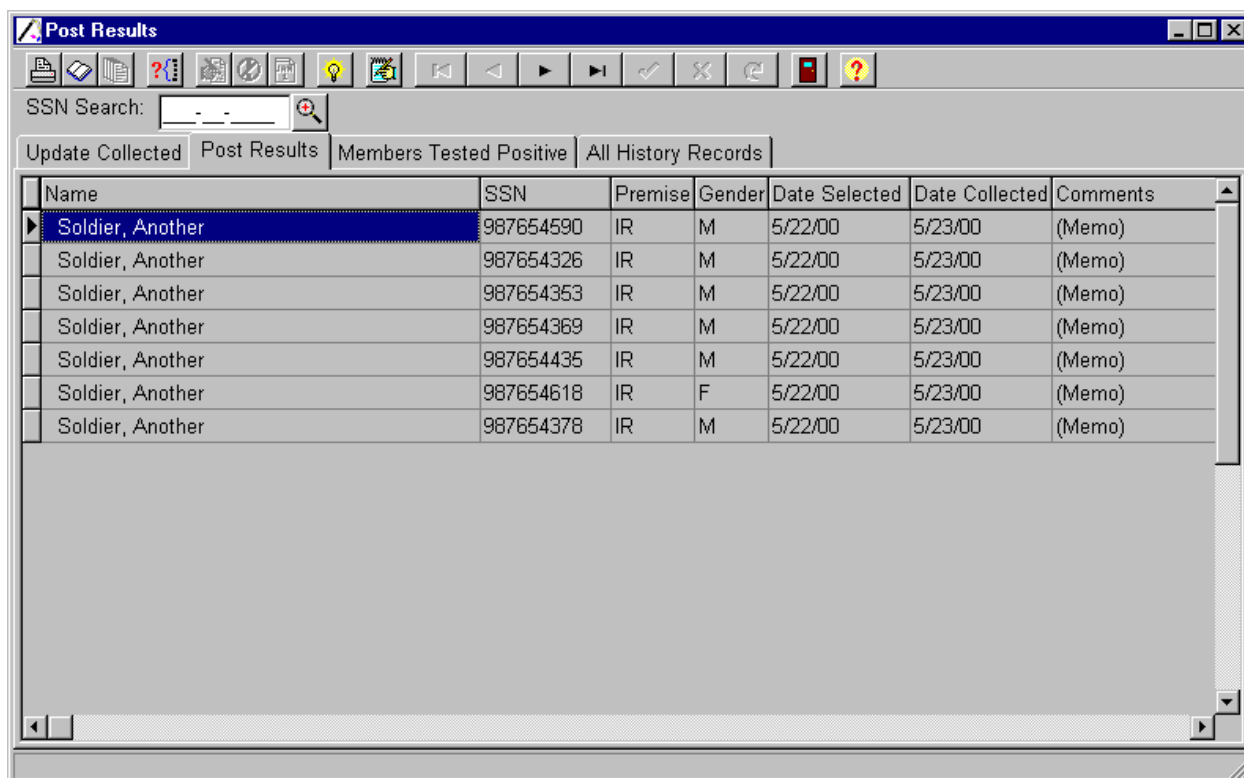


Figure 49 - Post Results Screen

The **Post Results** screen shares the same toolbar with the **Update Collected** and **All History Records** screens, however, not all buttons are enabled for use. Like the **Update Collected** screen, you may print the list, display an individual member's testing history, or perform a group selection. However, the only action you may perform after a

group selection, is update negative results by clicking *Update Negative* on the toolbar. This will post a negative result for every member in the selected group and remove them from view.

If a negative result is inadvertently posted for an individual then you must go to the **All History Records** screen to mark the result as positive.

Positive results must be manually updated to ensure that no individual is inadvertently recorded as positive. A positive result is posted by double-clicking the Date Tested field for the member concerned. At this point the **Positive Result** dialog appears.

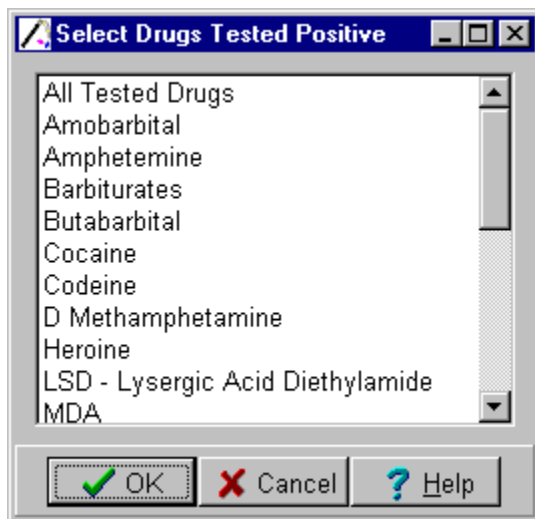


Figure 50 - Positive Results Dialog

You can then select the drugs that were returned positive. Multiple drugs can be selected by holding down the *control* key as you select drugs with your mouse. Once the *OK* button is pressed the Date Tested is automatically updated with the current date and the record is removed from view.

Discrepancies can be tracked by clicking the *Add Discrepancies* button to display the Add Discrepancies Form.

DiscrepCode	DiscrepText
-------------	-------------

Figure 51 - Add Discrepancies

A discrepancy is added by clicking the (+) button. Click in the Discrepancy Code Field to display a drop down list of discrepancy codes. Once a code is selected in the list, the discrepancy text is automatically inserted.

3.10 Members Tested Positive

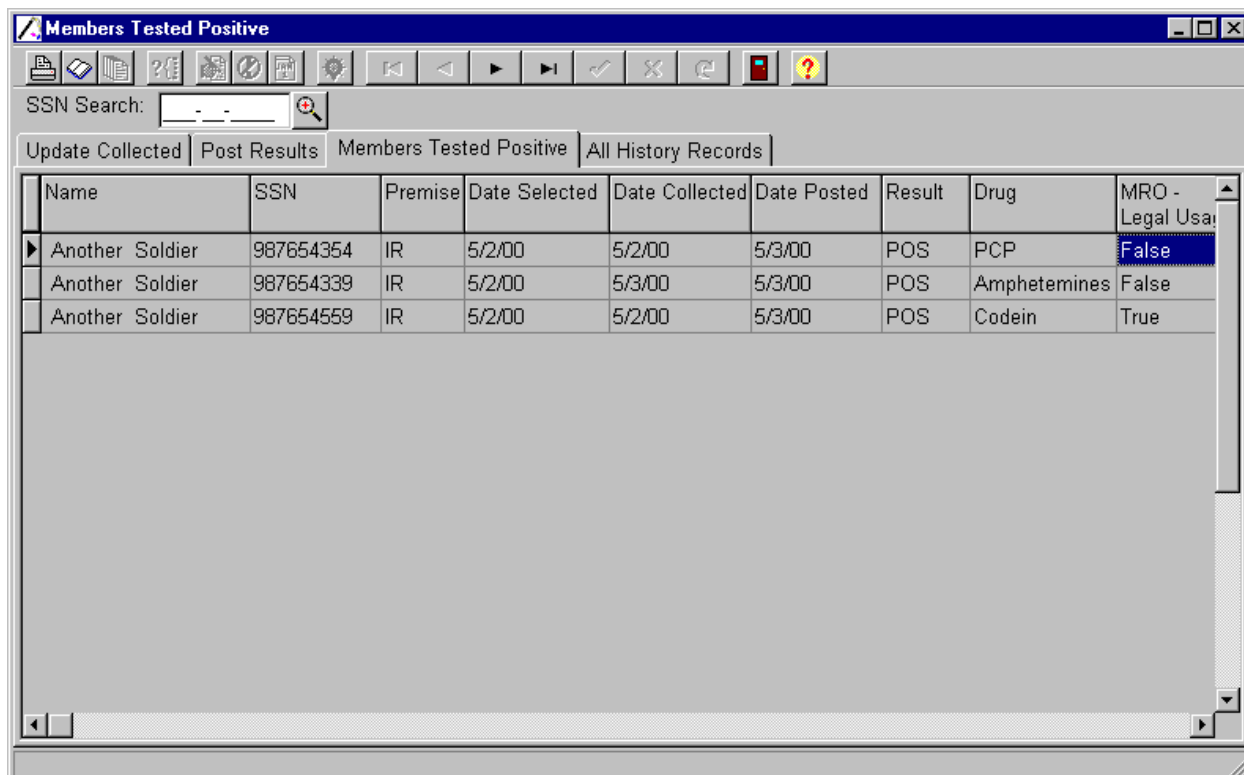


Figure 52 - Members Tested Positive

The **Members Tested Positive** screen displays those members who have tested positive. Clicking the *Print List* will print a list of all members who have tested positive. An individual member's testing history can be viewed by clicking the *View History* button. By right clicking on a particular member in the grid you can delete posted results for that test.

On occasion, you may have a member marked positive for a drug that he or she was authorized to use. A MRO (Medical Reviewing Officer – Legal Usage) block is available to display this information. Double-clicking a member will display a confirmation message asking if you want to mark this positive result as a Legal Usage. A positive result marked in this manner will not appear in any system statistics as a positive result.

If a member is accidentally recorded as positive you may remove the positive result by right clicking on the member and selecting *Unpost Positive Result* from the menu that appears.

3.11 All History Records

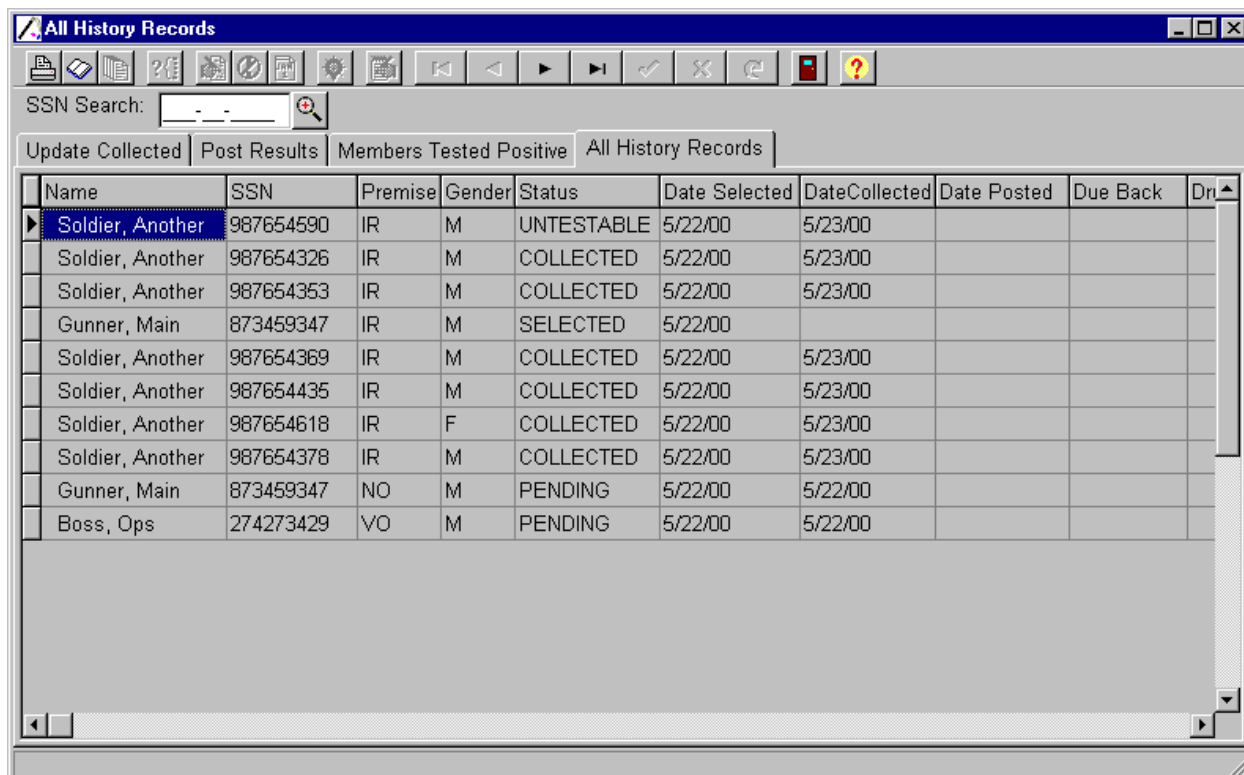


Figure 53 - All history records

The **All History Records** screen displays all testing history records. Clicking the *Print List* button on the toolbar will print this list. An individual member's history can be viewed by selecting the desired member in the data grid and clicking the *Display History* button. Individual records can be searched by SSN, this is accomplished by entering the desired SSN in the *SSN Search* box and clicking the *Search* button. Clicking the *Search* button again will find the next record pertaining to the desired SSN. This process can be repeated until the end of the file is reached.

In the event that a member was accidentally marked as having a negative result, you may change the result to a positive, by double-clicking the desired record. You will be asked if you want to change the result before continuing. If you select "Yes" then the drug list depicted in figure 50 will appear, allowing you to select the correct result.

4. System Utilities

4.1 System Utilities Dialog

The Drug Testing Program's System Utilities consist of all the forms and functions that support the process of drug testing. All system Utility functions can be accessed under the *System Utilities* menu or the *System Utilities* button; both located on the **Main Form**

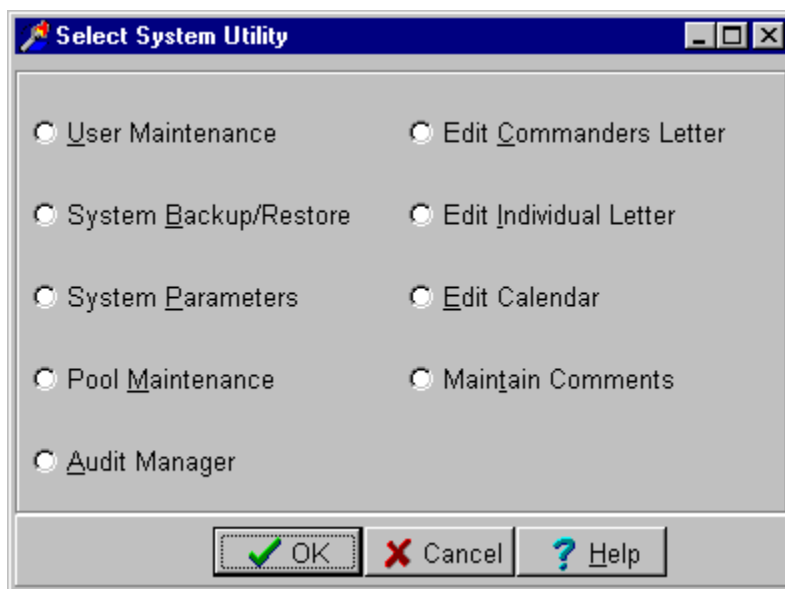


Figure 54 - System Utilities Dialog

The **System Utilities Dialog** is displayed by clicking the *System Utilities* button on the **Main Form**. Each of the options displayed on this Dialog box is also available from the *Utilities* drop-down menu item.

User Maintenance - Displays the **User Maintenance** screen to view and manage program user information.

System Backup/Restore - Provides a utility to Backup and Restore DTP to and from a user selected storage media (Floppy, Hard Disk, Zip Drive, etc.)

System Parameters - Provides access to DTP's environment settings, i.e. Testing Options, Audit Log Options, etc.

Pool Maintenance - Displays the **Pool Maintenance** screen.

Audit Manager - Displays **Audit Manager** Screen to view system event information.

Edit Commander's Letter- Displays a screen to customize the Commander's Letter.

Edit Individual Letter – Display a screen to customize the Individual Letter.

Edit Calendar - When the "*Randomize Days*" option is enabled, the **Edit Calendar** Screen allows the user to exclude days on which testing will not be conducted. DTP calculates the number of days available for testing based on what is entered on this calendar. This is important for the "*Randomize Days*" option to determine testing days.

Maintain Comments - Displays a screen to maintain standard set of comments to be selected for comments field on the history records.

4.2 User Maintenance

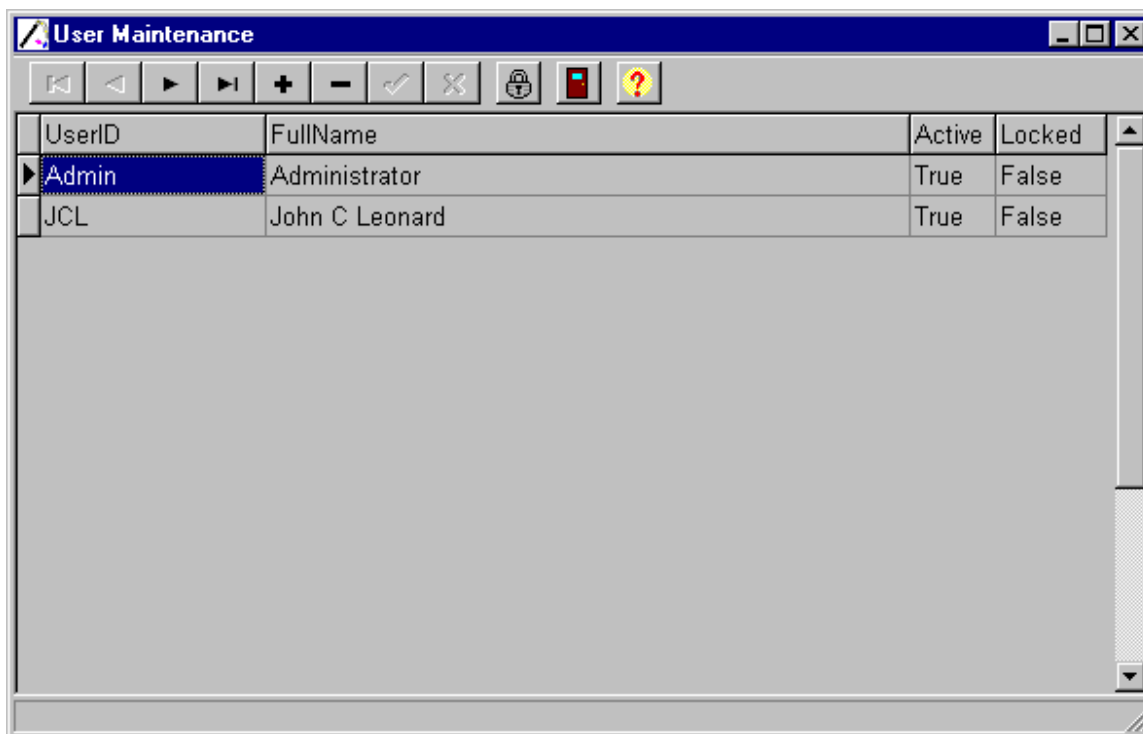


Figure 55 - User Maintenance Screen

The **User Maintenance** screen allows the addition or deletion of authorized users of DTP. In addition to providing secure access to the program, DTP also provides an audit log of the actions performed by each user.

The *Active field* can be used to temporarily deactivate personnel who will be on temporary duty without having to delete them and then add them when they come back. Setting the Active field to *False* will deny that individual access to the DTP program and resetting the value to *True* will provide access to the program.

The *Locked field* is used by DTP to determine if the user has been locked out of the program. If a user tries to log in to the program unsuccessfully three times, then this value will automatically be set to *True*, denying the user access to the program. The user can be unlocked by resetting this value to *False*.

Clicking on the *Lock Icon* will bring up the **Set Password** dialog allowing the user or the Program Administrator to change his/ her password at any time. (Figure 55)

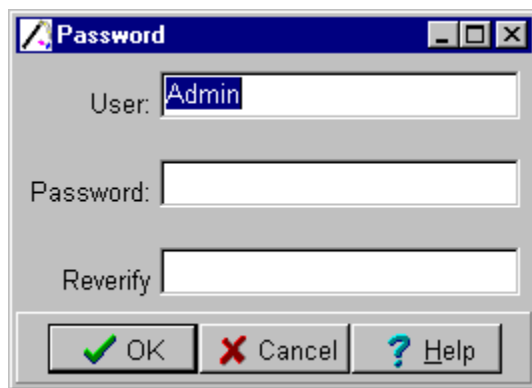


Figure 20 - Set Password Dialog

4.3 System Backup and Restore

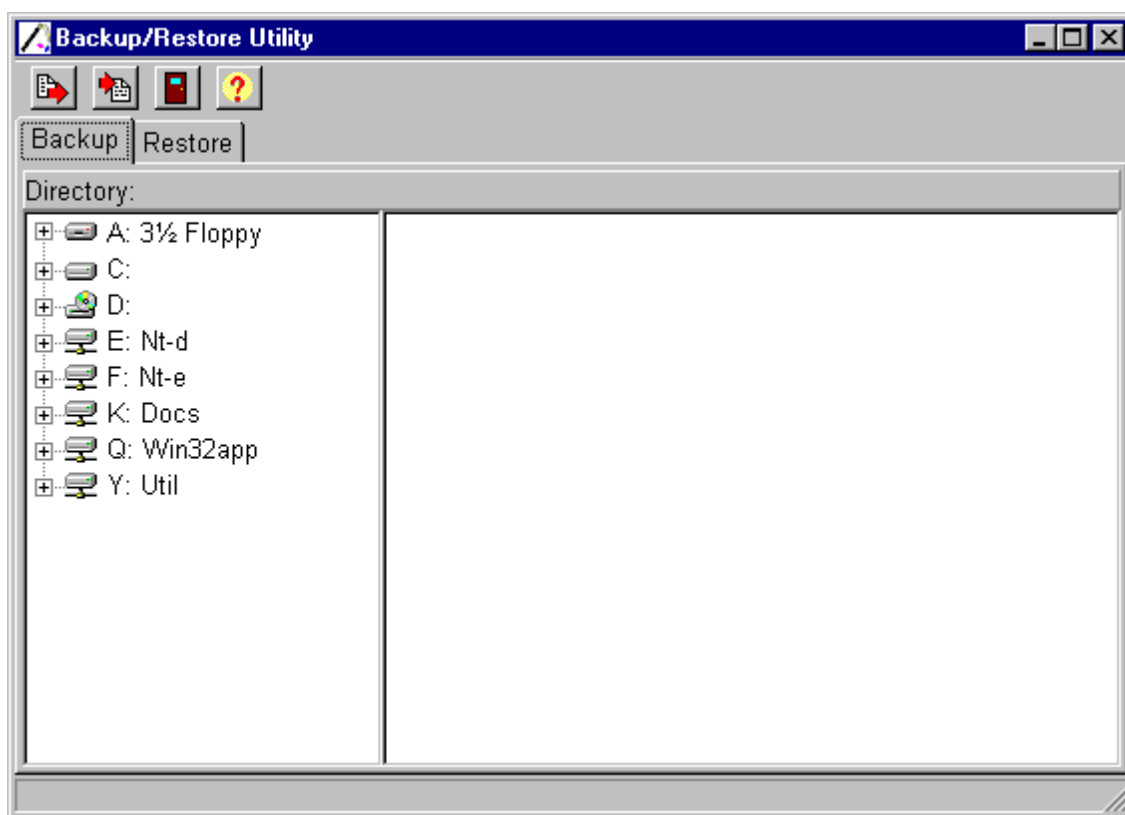


Figure 57 - System Backup/Restore Utility

The **Backup/Restore** utility provides a means to backup all DTP data files to be restored in the event of a system failure or new program installation. The screen consists of two tabbed pages appropriately labeled *Backup* and *Restore*.

To backup the DTP data files select the *Backup* tab and select the folder/drive in which you would like to store your backup file. The system backup will start when you click the *Backup* button on the toolbar. If you have opted to store backup files on floppy disks, you will be prompted to insert new disks as necessary.

To restore DTP from a backup file go to the restore page. Use the explorer window on the right to locate the folder/drive in which your backup is stored. If a backup file exists in the folder, it will be displayed on the right

along with the date the backup was created. Select the file and click the **Restore** button on the toolbar to begin DTP restoration.

As is the case with any software application, frequent backups should be made to protect from data loss. DTP backups should be performed at the end of every testing day at a minimum.

4.4 Setting System Parameters

The **Systems Parameter** screen provides a mean to configure the DTP programs operating environment. The screen consists of five tabbed pages labeled *Audit Log*, *Testing*, *Service*, *Reports* and *Network On*.

4.4.1 System Parameters (Audit Log Options)

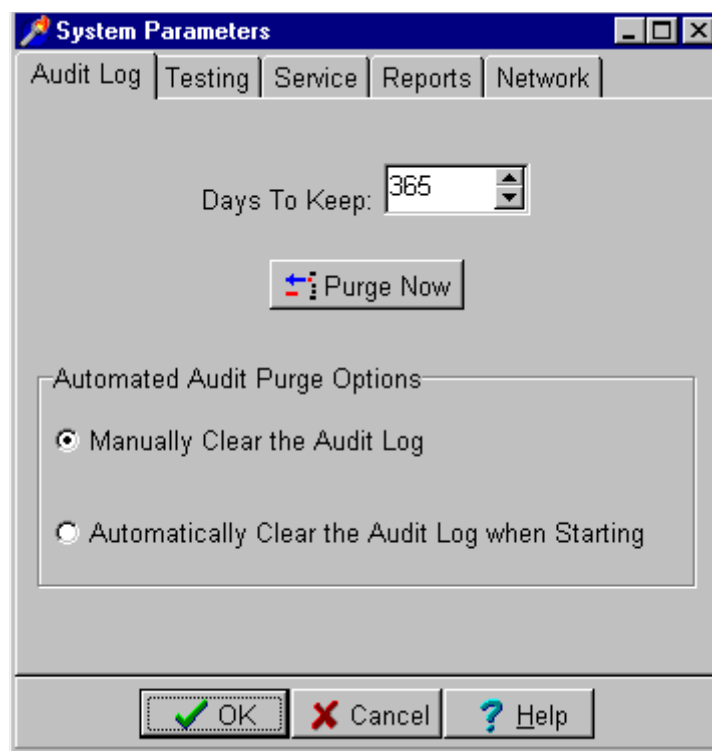


Figure 58 - System Parameters, Audit Log

The *Audit Log* page gives the user control over how often the Audit Log purges itself of old data. Every time a significant action is performed in DTP, a record is created consisting of the name of the user performing the action, the action, and a date/time stamp. This file can grow to be very large and should be periodically purged.

Days To Keep - Enter the number of days for which you would like the audit log to keep records.

The Audit Log can be manually cleared at any time by clicking the *Purge Now* button. When this button is pressed all Audit log records older than the "Days To Keep" amount are deleted.

The *Automatically Clear Audit Log When Starting* option allows you to set the DTP to automatically delete Audit Log files after a specified time period. With this option selected, at program start, DTP will delete any Audit Log record that is older than the number of days specified. If this option is not selected, the only way to clear the Audit Log is by manually pressing the *Purge Now* button.

4.4.2 System Parameters (Testing Options)

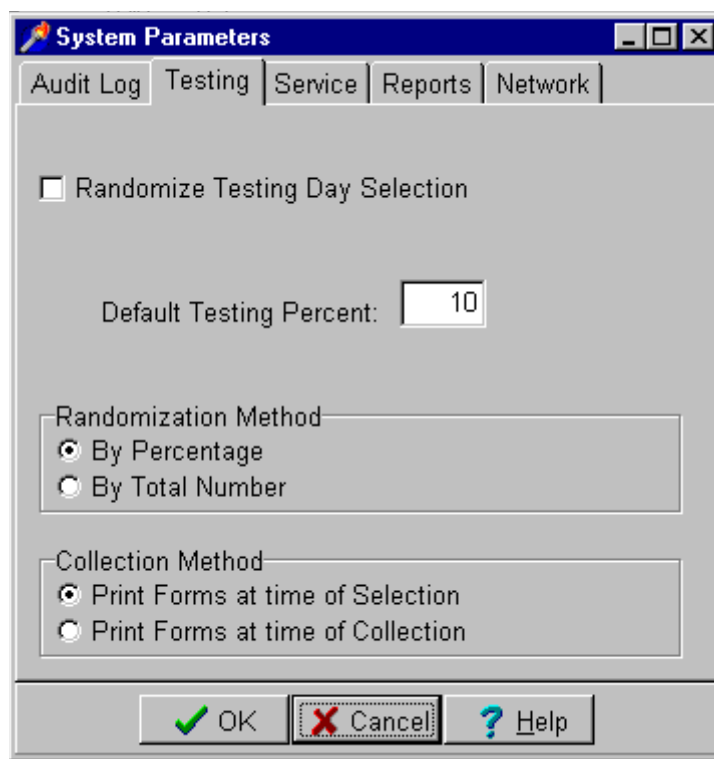


Figure 58 - System parameters, Testing Options

The **System Parameters Testing Page** allows you to set the testing options for your command.

Randomize Testing Day Selection - This option controls whether DTP will determine testing days for your command. With this option enabled DTP will determine if "today is a testing day" each time the *Conduct Random Testing* button is selected on the **Main Form**.

Default Testing Percentage/Count - Enter the your command's target testing percentage or testing count here. This number will appear in the appropriate field on the **Pool Management** screen each time a New Pool is added saving the user the trouble of having to enter it every time a pool is manually added.

Note: This setting has no effect on new pools that are imported through the import wizard. In this case, the imported pools will inherit any default values from its specified parent pool.

Randomization method - If "*Randomization By Percentage*" is selected, then DTP will select a group of personnel based on the size of the selection roster. If "*Randomization By Total Number*" is selected, the DTP will select the exact number specified on the **Pool Management**.

Collection Method - This option allows you to turn DTP's Collection Drag and Drop feature on and off. *Select Member for Printing at Time of Testing* allows you to print DD Form 2624's and labels as members arrive at the testing site using the **Site Collection** screen. Otherwise, all forms must be printed on the Print Products page of the **Testing Wizard**.

4.4.3 System Parameters (Service Options)

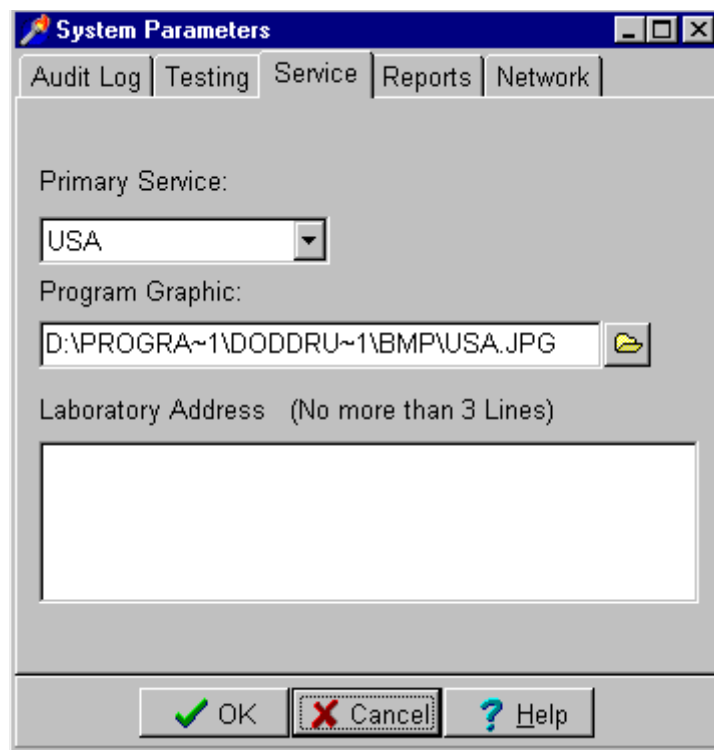


Figure 60 - System Parameters, Service Options

DTP is designed to be a multi-service program. The *Service* page of the **System Parameters** page allows you to set the default service for DTP and the service graphic that is displayed on the **Main Form**.

Primary Service - Selecting a Service from this drop-down list box will set the Program Title and Program Defaults to that of the particular branch of service selected. If you change the primary service then the next time you start the DTP program it will be configured for that branch of service.

Program Graphic - If you have your own service graphic you would like to display at program start up, you may change it here by clicking the folder button and browsing for the file.

Laboratory Address - The program will print the lab address on the front of the DD Form 2624 if the address is specified in this block. You may enter three lines of text representing an address in this block.

4.4.4 System Parameters (Report Options)

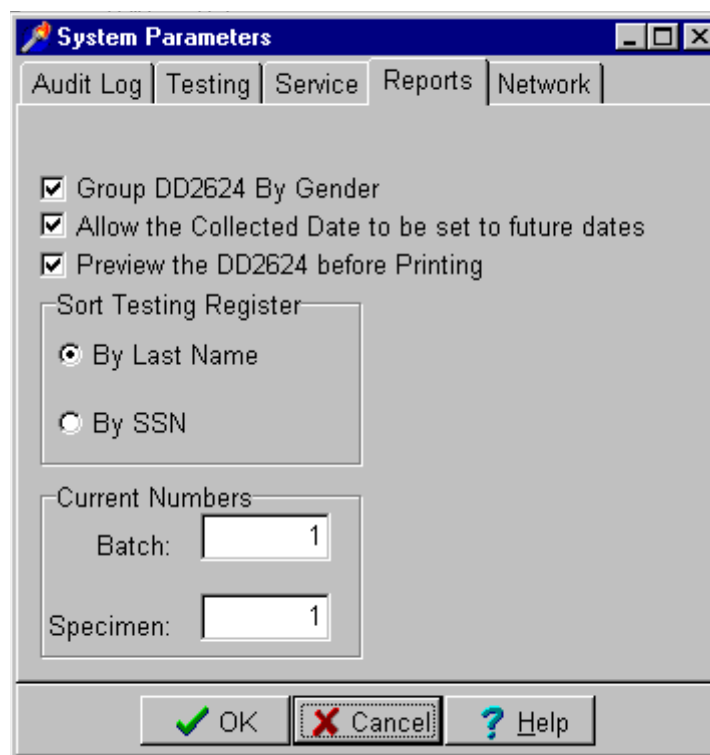


Figure 61 - System Parameters, Report Options

The *Reports* page of the **System Parameters** screen provides the following options:

Group DD2624 By Gender - This option will keep males and females on separate DD Form 2624's.

Allow Collected Date To Be Set To Future Dates - Ordinarily, an individual would be tested on the same day he or she was selected for testing. This option is provided primarily for guard and reserve units who must select personnel for testing before drill weekends. This option should be set in accordance with your command or service regulations.

Sort Testing Register – The testing register is automatically sorted by UIC or BAC (Army), UIC (Navy), BIC (Air Force), and RUC/MCC (Marines). The testing register can also be sorted by Last Name or SSN depending upon this option.

Current Batch Number / Current Specimen Number - When the *Reports* page is accessed, these blocks will display the current batch and specimen numbers that will be printed on the next DD2624. These numbers are set to increment based on each service's specific rules. The user may "reset" these numbers by typing in the desired values on this page.

Batch Range – You can set a start and end range for batch numbers in the Start and End text boxes. Batch numbers will increment until reaching the ending number and then reset to the number entered in the Start text box.

4.4.5 System Parameters (Network Option)

The network page of the System Parameters screen provides the ability to enable/disable the option to check for any updated notification web page.

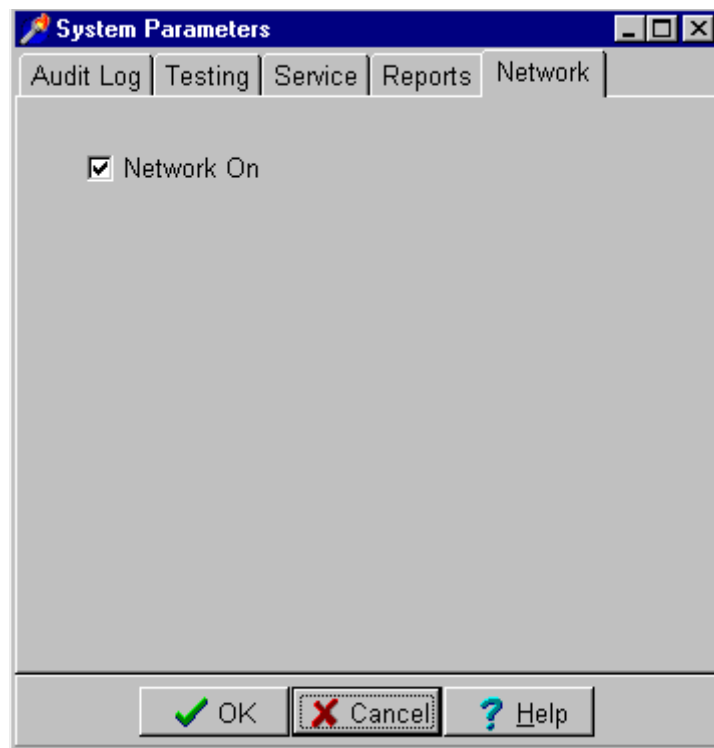
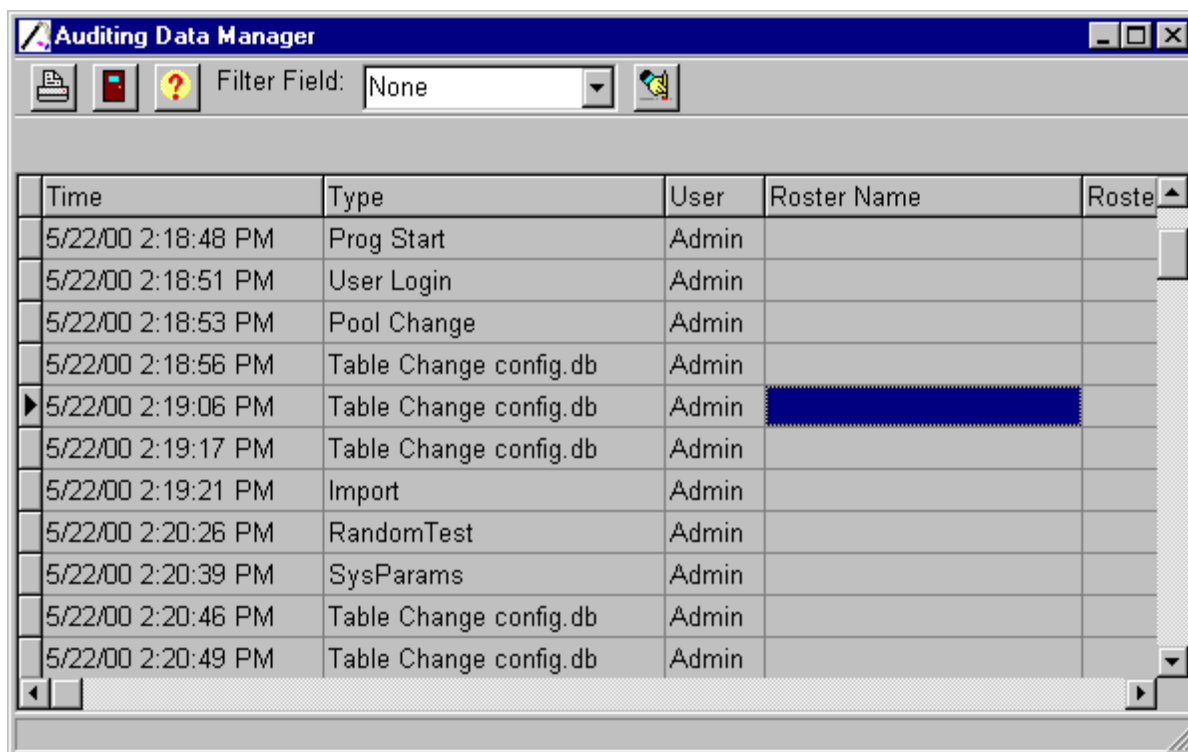


Figure 62 - System Parameters, Network On

Network on- Check this box to enable notification of updated web page.

4.5 Auditing Data Manager



The screenshot shows the 'Auditing Data Manager' window. At the top, there is a title bar and a toolbar with icons for print, save, help, and a filter icon. Below the toolbar is a 'Filter Field' dropdown menu currently set to 'None'. The main area contains a table with the following columns: Time, Type, User, Roster Name, and Roster. The table lists various audit events, with the row for '5/22/00 2:19:06 PM' selected.

Time	Type	User	Roster Name	Roster
5/22/00 2:18:48 PM	Prog Start	Admin		
5/22/00 2:18:51 PM	User Login	Admin		
5/22/00 2:18:53 PM	Pool Change	Admin		
5/22/00 2:18:56 PM	Table Change config.db	Admin		
5/22/00 2:19:06 PM	Table Change config.db	Admin		
5/22/00 2:19:17 PM	Table Change config.db	Admin		
5/22/00 2:19:21 PM	Import	Admin		
5/22/00 2:20:26 PM	RandomTest	Admin		
5/22/00 2:20:39 PM	SysParams	Admin		
5/22/00 2:20:46 PM	Table Change config.db	Admin		
5/22/00 2:20:49 PM	Table Change config.db	Admin		

Figure 63 - Auditing Data Manager

The **Auditing Data Manager** provides the program users access to the Audit Log. Data displayed in the grid can be filtered by Transaction Type, Transaction Time or User Name. To activate the filter, set the filter type in the *Filter Field* box and type the text you would like to view in the *Filter Text* box.

For example, to view only those records concerning a user name of "SmithJL," you would set *Filter Field* to User Name, and type "SmithJL" into the *Filter Text* box.

4.6 Edit Commanders Letter

Edit Commander's Letter

Salutation | **Body** | Signature

MEMORANDUM FOR: Provided By DTP Program

FROM: Your Name

SUBJECT: SELECTION FOR URINALYSIS TESTING; DRUG REDUCTION PROGRAM

Preview OK Cancel Help

Figure 64 - Edit Commander's Letter

The **Edit Commander's Letter** screen allows you to edit the contents of the commander's letter that is printed at selection time for all selected member's commanders. This screen consists of three tabbed pages labeled *Salutation*, *Body*, and *Signature*.

Salutation - You may edit the "From" block and the "Subject" line of the letter. The "Memorandum for" block is filled in by DTP as the letters are printed.

Body - The body of the letter can be typed here. The letter will display the contents as it is typed in this area.

Signature - The Signature will appear on the letter centered as it appears on the *Signature* Page.

You may preview and/or print the letter by clicking the *Preview* button at the lower left corner of the screen.

4.7 Edit Individual Letter

Edit Individual Letter

Salutation | **Body** | Reply

1. You have been selected and are hereby ordered to provide a urine specimen for drug testing purposes. Compliance with this order requires you that:

- a. Report to building _____, room _____, time _____, and date _____ for test.
- b. Surrender your ID card upon arrival at the testing location and remain at the testing location until you have provided your urine specimen; your ID card has been returned to you; and you have been given permission to leave.
- c. Be observed urinating directly into the bottle, or other receptacle, provided to you for collecting urine specimen.
- d. Avoid contaminating the specimen. Fill the bottle, or other receptacle provided to you, with a minimum of 30 milliliters of your urine.

2. Failure to comply with this order in any way may result in disciplinary action against you under the

Preview OK Cancel Help

Figure 65 - Edit Individual Letter

The **Edit Individual Letter** screen allows you to edit the contents of the commander's letter that is printed at selection time for all selected member's commanders. This screen consists of three tabbed pages labeled *Salutation*, *Body*, and *Reply*. The DTP program supplies the remaining data for the letter.

Salutation – You may provide a subject line for the letter here. The “Memorandum For” and “From” fields are supplied by DTP.

Body - The body of the letter can be typed here. The letter will display the contents as it is typed in this area.

Reply – The reply section includes the text that will be signed by the members as acknowledgement of receiving the letter. The letter will display the contents as it is typed in this area.

You may preview and/or print the letter by clicking the *Preview* button at the lower left corner of the screen.

4.8 The Testing Days Calendar

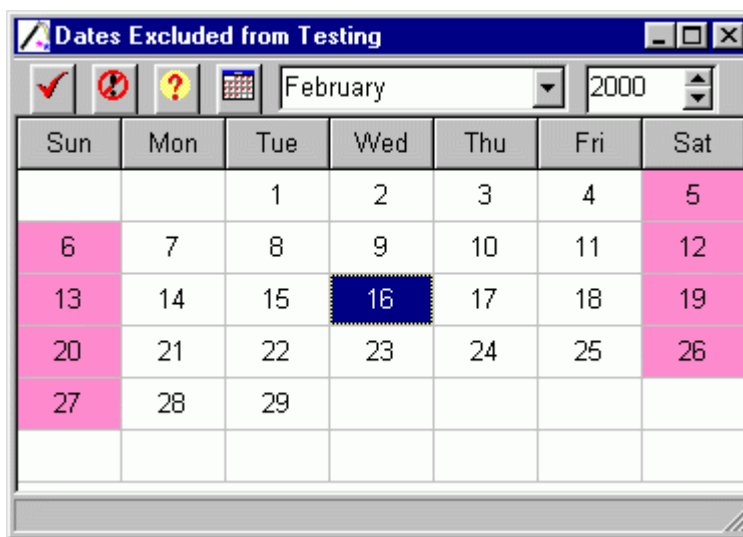


Figure 66 - Testing Days Calendar

The Testing Days Calendar screen appears on the first day of each month to allow you to specify days in the month that will not be available for testing. The calendar can also be accessed from the **System Utilities Dialog**. If the *"Randomize Testing Days"* option is enabled, the number of days available for testing is used on a daily basis to calculate whether or not "today is a testing day."

You may exclude a day from testing by double clicking on the date.

Clicking the *Save* button (the checkmark icon) saves all your changes and closes the calendar.

Clicking the *Cancel* button (crossed out exclamation) closes the calendar without saving any changes.

The *Set Non-working Days* button (the calendar) sets all weekend days as non-testing days if your default service is "Active Duty." If your default service is Reserves then clicking this button will set all weekdays as non-testing days.

Note: The information entered on this calendar is for internal calculation purposes only and will not preclude you from testing in any day marked as a non-testing day.

4.9 Reprint Testing Products

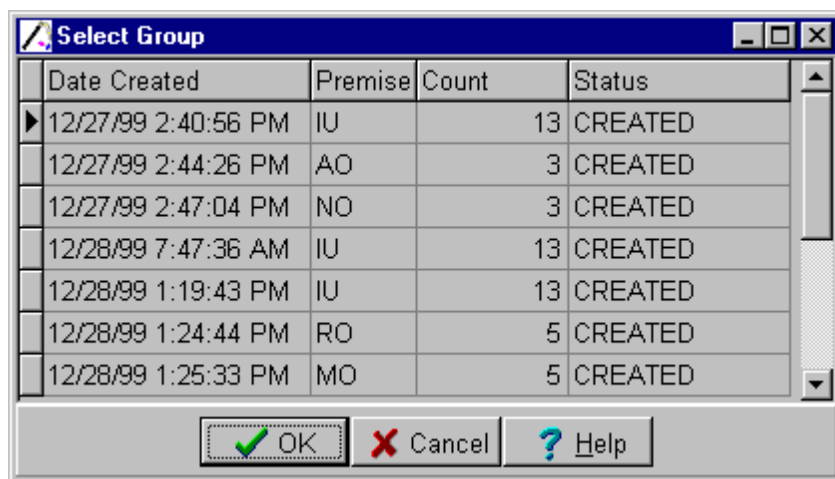


Figure 67 - Reprint Testing Products

DTP allows you to reprint testing products if the need arises. The **Reprint Testing Products** screen allows you to select from any group that has been previously tested by DTP. This screen can be accessed from the **Main Menu** under the *Testing* drop-down menu. You will need to know the Date, Premise, and Count of individuals selected to find the correct group to print. After you select the group you wish to print, you will be taken to the Print Products page of the testing wizard.

4.9 Maintain Comments

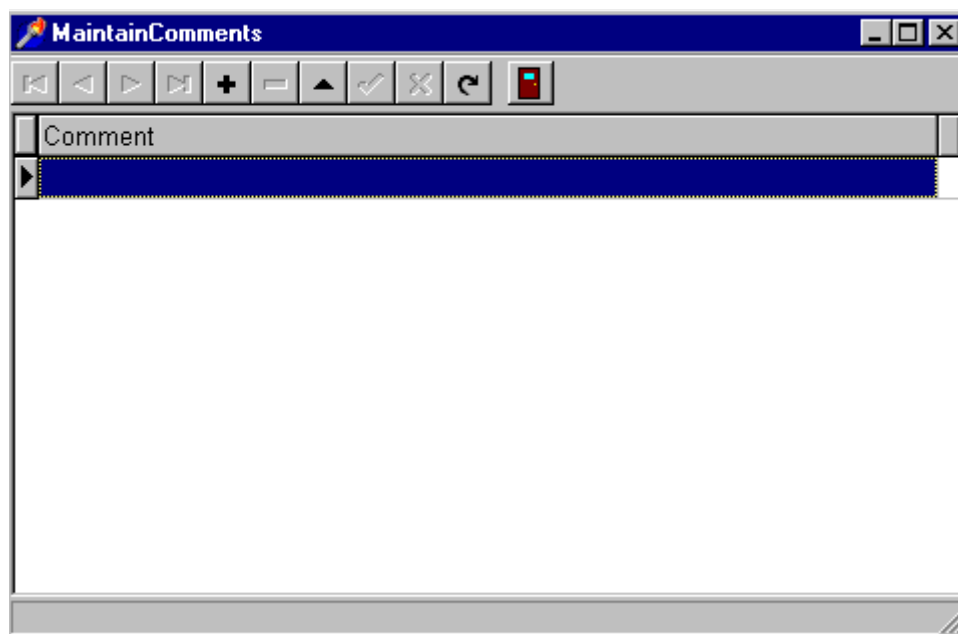


Figure 68 - Maintain Comments

5. System Reports

5.1 System Activity Reports

Figure 69 - System Activity Reports

The **System Activity Reports** screen is accessed from the *Reports* drop-down menu on the **Main Form**. Here you may print out reports that provide statistics on the DTP system performance. **The system activity reports are designed to provide information on the "Randomize Days" option.**

There are two main reports available from this screen.

The *Selected Month System Report* allows you to select any month to view statistics for that month. Sample statistics include, number and percentage of personnel randomly selected as well as the number of forced random testing conducted.

The *Multiple Month System Report* provides the same statistics as the *Selected Month System Report*. However, you may specify a date range to get an idea of how the system is performing over time. Two options are available under this report option:

- 1) The *Print Testing Statistics for Each Month* option prints statistics for each month for easy comparison across different months.
- 2) The *Print Testing Statistics Averaged Across Months* option provides a summary average of all statistics over the specified date range.

5.2 Analysis

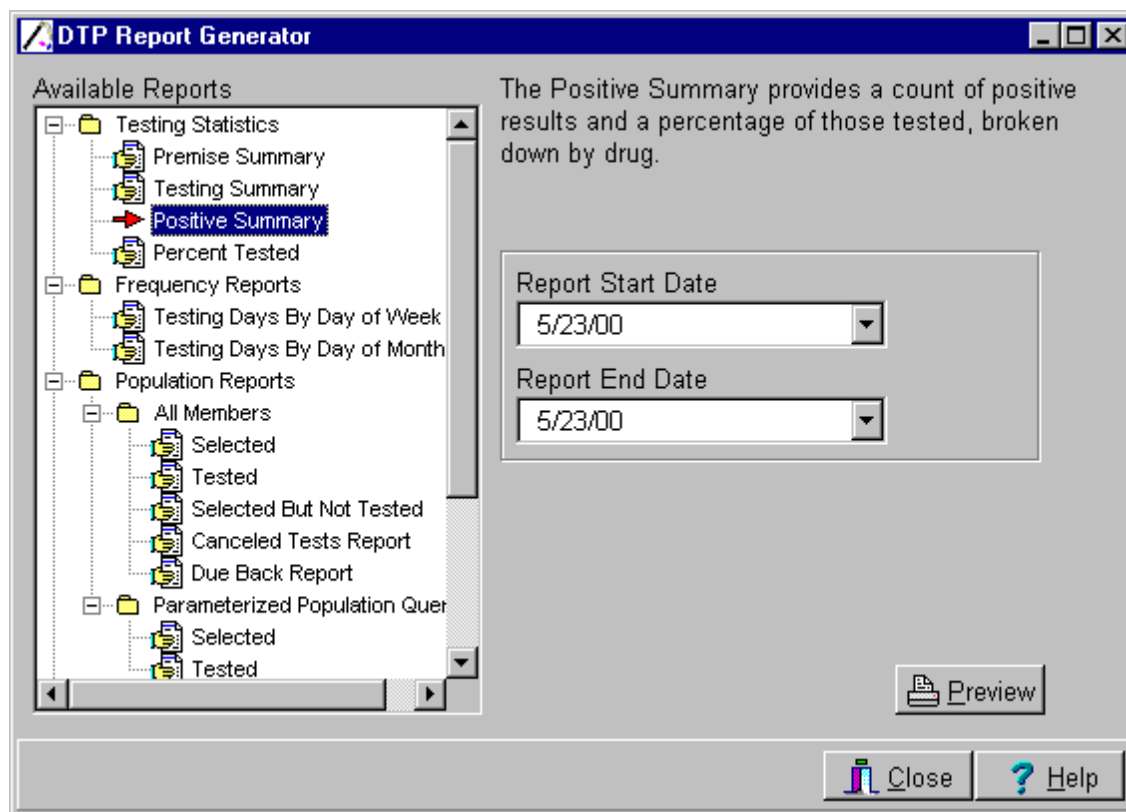


Figure 70 - Report Generator

The **Reports Generator** is accessed from the *Reports* drop-down menu on the **Main Form**. This screen provides access to detailed testing statistics to aid in the management of the Organization's Drug testing Program. The reports are listed in an expandable list on the left side of the form. This list can be expanded or collapsed by clicking the (+) and (-) icons respectively. The "paper icon" next to the description represents printable reports. A red arrow will appear next to the selected report for quick reference. The provided reports are separated into the following five categories:

Testing Statistics - These reports provide quick summary statistics on the status of the organization's drug testing program; for example, the number of tests conducted broken down by premise. You must have the *Randomize Days* option enabled for these reports to accurately reflect results.

Frequency Reports - These reports display the frequency that DTP has reported a testing day when using the randomize days option.

Population reports - These provide statistics on the testing population, for example, the number of personnel that have been tested in a given time period.

Individual Reports - These reports provide various information on a single member's testing history.

Roster - Provides the Roster Alteration report outlining what changes were made to the DTP roster and who made them.

All reports will require you to enter the date range to limit the report results. This is accomplished by clicking on the Start Date / End Date boxes and selecting the desired dates in the calendars that appear. The parameterized query

reports will require you to enter additional operators. For example, you may wish to view a report containing a list of names that have been selected more than three times. You would simply enter the date range as previously discussed and the select the symbol ' > ' for greater than in the *Selected* list box and then the number '3.'

The following is a quick reference listing of available reports. Each report will require you to enter a date range.

Premise Summary - Provides a summary count of all members that have been selected and tested, organized by premise code.

Testing Summary - Provides general statistics such as, Average Roster Size, Percent of Roster Tested, etc.

Positive Summary - A summary count of positive testing results broken down by drug.

Percent Tested - Breaks out personnel testing percentages by day of week.

Testing Days By Day of Week - Summarizes the number of times the DTP program determined it was a testing day broken down by day of week.

Testing Days By Day of Month - Summarizes the number of times the DTP program determined it was a testing day broken down by day of month.

Selected - A list of all members who have been selected for testing.

Tested - A list of all members who have been tested.

Selected But Not Tested - A list of members who have been selected for testing, but have not yet donated samples.

Canceled Test Report – Displays a list of all members who have been selected for testing, but were canceled.

Due Back Report – Displays a list of all members who have tests pending and have been assigned a “Due Back Date.”

Parameterized Selected - A list of members who have been selected for testing, given the input parameters. For example: all those selected greater than 3 times. (> 3).

Parameterized Tested - A list of all members who have been tested, given the input parameters. For example: all those tested exactly two times. (= 2).

Individual Premise - Lists each time an individual was selected for testing along with the testing premise.

Individual Selection - Provides a complete testing history of the individual selected.

Selected Not Tested - Provides a list of each occasion the individual was selected for testing, but not tested.

Roster Alteration - A list of all roster modifications made and the user that made them.

5.3 Mailing Labels

Print Mailing Labels

New Label: Type a Name Below then enter line numbers and text
Old Label: Select the label to print using the navigator above.
Click on the Print button to print the label

My label

LineNo	Text
1	Name
2	Address
3	City, State, Zip

Start Position: 1 Quantity: 10

Figure 71 - Print Mailing Labels

The DTP Program provides a utility to print mailing labels. This utility can be accessed from the *Reports* drop-down menu on the **Main Form**. Each line to be printed on a label requires a separate line as shown on the screen above. Lines can be added by clicking the (+) icon or by pressing the tab key while at the end of the current line. Any number of labels up to 10 can be printed on a page. The user may also select a print starting position so sheets of labels may be re-used.

The output will match the size of Avery 5163 type 2" by 4" labels.

6. Random Personnel Selection Algorithms

The purpose of this section is to explain the process the Drug Testing Program Software uses to select personnel for testing. There are two forms of random selection that the DTP program can provide: selection as a Percentage of Personnel or selection by Number.

6.1 Selection by Percent

Under this method, DTP uses the target percentage entered by the user on the Pool Management Screen. The program first creates a list of all personnel eligible for testing based upon the parameters entered on the testing wizard. For each person on the list, a random number is generated from a uniform distribution between 0 and 100. If this number is less than the target percentage, then that individual is selected for testing. The result is a randomly selected group of personnel that is relatively close to the target percentage entered by the user.

It must be remembered that this is a randomly generated list. The number of personnel selected will sometimes be more than your target percentage and sometimes this number will be less. Over time this selection percentage averages out to equal your monthly target percentage. In addition, because the method of selection is truly random, it is possible in theory, though not likely in practice, that an individual could be selected every time testing is conducted. It is also equally likely that an individual is never selected for testing. In practice, you may see some individuals that are selected more frequently than the average and some that are never selected. This is a natural occurrence of the random selection process. The important point to remember is that every individual in the roster has the same probability of being selected.

6.2 Selection by Count

Under this method, DTP again prepares a list of personnel eligible for testing. A random number is generated between 1 and the total number of personnel in the list. The program then uses the number to count down from the top of this list. The member in that position is selected and removed from the list. This process is repeated until the correct number of personnel is selected. The process imitates the old method of "pulling names out of the hat."